

COLLECT Module

(Interfaced with JIS Circuit System)

Reference Manual

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DMC
TECHNOLOGY GROUP, INC.

7657 King's Pointe Road
Toledo, OH 43617
(419) 535-2900
(419) 535-2901 fax
www.dmctechgroup.com

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Circuit Collections Main Menu:

D6000DMC	Circuit COLLECT System Main Menu	5/18/15 11:37:56
Select one of the following:		County: 25
Maintenance:	1. Collections / Payment Plan 2. Case Address Synchronization 3. Name Synchronization	
Statements:	4. Standard Statement Print 5. Warrant Statement Print 6. Collection Agency Extract 7. Statement Reprint	
Menus:	8. Reporting 9. Database / Miscellaneous 10. Tax Garnishment Processing 11. Collection Agency New Case Processing	
System:	80. Customization	
Quit:	90. Signoff	
Type selection, press Enter. ==> __		Ver: 15.06.00
F3=Exit F6=Msgs F7=Spool Files F8=Sbm Jobs F10=Chg County F12=Cancel		

The Circuit Collect System Main menu will be displayed to the user when the command **CCOL** is keyed in on a command line. If JIS has created a special menu for your use, we can work with JIS to add an option for the Circuit Collect System Main menu.

Screen input edits are as follows:

- The only valid options are listed on the menu; anything else will generate an edit error.
- Menu option 80. Customization allows the user to customize the Circuit Collect system for use in their court. **You will want to execute this option to customize the system prior to initial execution.**

****NOTE**** – The screen design for option [80. Customization](#) is defined at the end of the document in the “Customization” section.

Circuit Collections Main Menu:

Screen function keys are as follows:

F3=Exit	Exit Collections system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F10=Chg County	This key will allow the users at multiple county courts to change their county ID without using different user IDs. The current county ID you are logged into is displayed in the upper right corner of this screen. This is the only screen the county ID is displayed on, so the users should be aware of the county ID they are logged into when using this feature.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

D6000DMC Circuit Court Collect Maintenance 5/18/15 11:41:48
 Mode: ALL

Position to name . . . _____ or Case . . . _____
 Type MAINTENANCE options, press Enter.
 2=Payment Plan 3=Case Notes 6=Notification Letter 7=ROA C=Change Status
 D=Decd G=Demogr Info P=Prt ROA R=Reset Lvl S=Stop/Start X=Excuse More...
 (☒ = Collection Agency) (☒ = Supressed)

Opt	Name	DOB	Case ID	Bal Due	Sts	S
<input checked="" type="checkbox"/>	ADAMS, JOSIE, ANTIPAS	10/19/80	99-004333-FH	60.00	C	
	999 Jail					
	ADAMS, MARK, ANTHONY	4/18/61	06-018370-FH	60.00	C	
	999 Pris					
-	ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	1,737.59	C	
	SSN 354 Pris WgA Tx F Rst 1					
-	ADAMS, MARQUES, TERRELL	5/25/83	04-013438-FH	120.00	C	
	354 Pris 1					
-	ADAMS, MICHAEL, ANTHONY		91-045314-FH	30.00	C	
	999 Pris					
-	ADAMS, MILANDO,	1/30/73	03-011422-FH	560.00	C	W
	999 BCmp					

F3=Exit F5=All Pay Plan F9=Wag
 F10=Address Sync =Cancel F20=Le

More...

Dashboard area of the screen.

F23 = More Options will display all available options to the user.

Highlighted Name indicates this case is at collections agency.

Highlighted Case ID indicates this case is SUPRESSED in JIS.

This option allows the user to maintain payment plans and case notes, request tax garnishment, print notification letters, view the register of actions, print wage assignments, print wage terminations, inquire on payment plan payments, change an individual's incarceration status, and stop or start a case from the statement process from a work-list of individuals with a JIS case status of "DEFERRED", "OPEN", or "CLOSED" and case types of "FC", "FH", or "FJ". Note - Other case types can be included. (Contact DMC Technology for the database modification.)

The cases in the work-list will display in alphabetical order with the ability to position to cases by name or case id. To position the work-list to a specific name or partial name, simply type in the name in the "position to name" field and press Enter. The work-list will start with the next name that starts with or matches the criteria entered. To position the work-list to a specific case id, simply type in the case id in the "position to case" field and press Enter. The work-list will start with the name on the case id entered.

By using the function keys, the user may subset the cases in the work-list. The three subset modes are: ALL, PAY PLAN, and NO PAY PLAN. The mode of the program determines what cases are displayed on the screen work-list. The current mode of the program is displayed in the upper right corner beneath the date and time.

Maintenance: 1. Collections / Payment Plan

Any individual that has an active Wage Assignment will have the code “**WgA**” appear in blue underneath the name. Any cases that have Address History will have the abbreviation “**AdH**” in yellow highlight underneath the name. Any cases that have case notes will have the code “**Nts**” in white underneath the name. Any case that has been selected to receive a tax garnishment will have the code “**TxR**” in turquoise underneath the name. Any case where a tax garnishment has been printed will have the code “**TxF**” in turquoise underneath the name. Any case where the individual is in prison will have the code “**Pris**” in red underneath the name. Any case where the individual is in jail will have the word “**Jail**” in yellow underneath the name. Any case where the individual is in boot camp will have the word “**BCmp**” in green underneath the name. Any case that has an open restitution amount will have the word “**Rest**” in reverse image red underneath the name. Any name/DOB where the individual had a prior closed payment plan will have the word “**PPH**” in pink underneath the name. Any case that has Employer data saved will have the abbreviation “**Emp**” in blue underneath the name. Any case that has Demographic Information entered will have the abbreviation “**Inf**” in green underneath the name. Any name/DOB that has a social security number entered into the system will have the abbreviation “**SSN**” in turquoise highlight underneath the name. The Progressive Statement Level Number, either for Pay Plan or Non-Pay Plan will have a number like 1 in pink highlight. This number is used to indicate the last statement number received. A number of 0 indicates this person has made a recent payment and has been reset to start the notification process over again. Any case that is closed will have a number **999** (any number from 0 to 999) can appear in white highlight underneath the name. This is the number of days elapsed since last payment. If no payment is found it is the elapsed number of days since Closed Date, or if on a Payment Plan, the number of elapsed days since pay plan Start Date or Re-amortization date. If multiple cases are on a payment plan, they will all reflect the same number. This “dashboard” is a quick visual way to see information about the case on the surface without having to do extensive research.

Screen input edits are as follows:

There are now 3 separate panels to display all of the available options. Each panel can be displayed in a round-robin fashion with F23=More Options key.

Maintenance options:

```
Type MAINTENANCE options, press Enter.
2=Payment Plan  3=Case Notes  6=Notification Letter  7=R0A  C=Change Status
D=Decd  G=Demogr Info  P=Prt  R0A  R=Reset Lvl  S=Stop/Start  X=Excuse More...
```

Forms options:

```
Type FORMS options, press Enter.
5=Tax Garnishment  8=Wage Assignment/Employer Data  9=Wage Cancellation
More...
```

Inquiry options:

```
Type INQUIRY options, press Enter.
A=Address History  E=Event/Payment  I=Pay Plan Payment  H=Pay Plan History
More...
```

Maintenance: 1. Collections / Payment Plan

- All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Return to previous display (Collections System Main Menu).
F5=All	Displays all Payment Plan and Non-Payment Plan cases.
F6=No Pay Plan	Displays only Non-Payment Plan cases.
F7=Pay Plan	Displays only Payment Plan cases.
F9=Wage Term	Allows the user to print wage terminations for closed cases with a wage assignment that has been paid in full (see below for further detail).
F10=Address Sync	This key is a short cut to the Case Address Synchronization program (option 2 from the Collections System Main Menu).
F11=Pay Plan History	Allows the user to search for individuals that may have had a prior payment plan.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
F20=Legend	Displays the legend window.
F23=More Options	Toggles the available options.

Maintenance: 1. Collections / Payment Plan

Option 2=Payment Plan

```

D0800DMC                               Payment Plan Verification                               5/30/07  15:38:50

Type options, press Enter.
4=Remove from Group  5=Case Inquiry

Opt  Name                               Date of Birth  Case          Party  Amount Due
=  ADAMS, QUOMEINI, RAJAI              11/29/1980  03-011690-FH              65.00
-  ADAMS, QUOMEINI, RAJAI              11/29/1980  05-015752-FH             1,482.00

F3=Exit  F12=Cancel
Type options or press ENTER to continue.
Bottom
  
```

The Payment Plan Verification screen is an intermediary screen when selecting multiple cases for the entry of a payment plan. If only one case is selected, this screen will be bypassed and the user will go directly to the Payment Plan Maintenance screen (see next page). If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases; otherwise the system will not allow the user to proceed to set up the payment plan.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

Option 2=Payment Plan

D6000DMC		Payment Plan Maintenance	5/18/15 14:13:11
Type choice, press Enter.			
Name	ADAMS, QUOMEINI, RAJAI		
Current Address . . .	3218 RASKOB RD		
	FLINT, MI 48504		
Date of Birth	11/29/80		
Payment Frequency. . .	<input type="checkbox"/> (M=Monthly - Specific day of the month) (BM=BiMonthly - Specific day every other month) (SM=SemiMonthly - Specific days twice a month) (W=Weekly - Specific day every week) (BW=BiWeekly - Specific day every other week) (SW=SemiWeekly - Specific days twice a week) (X=DayRange - Every XXX days)		
Maximum Duration . . .	1 0 (1-10 Years, 0-11 Months)		
Specific End Date. . .	_____ (MM/DD/YY - Enter to override Max Duration)		
F3=Exit F8=Address Sync F12=Cancel F13=Address History			
WARNING: Different address detected on selected cases, press F8 to correct.			

A highlighted address indicates different addresses on file for cases selected.

The Payment Plan Maintenance screen will enable the user to select the type of payment plan for the individual. This screen will only appear when entering a new payment plan for an individual. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use [F8=Address Sync](#) to correct address discrepancies.

Screen input edits are as follows:

- Payment frequency is required and must be one of the listed selections on the screen. Any other value will generate an edit error.
- Maximum Duration is required and will have its value defaulted from customization. Valid payment plan durations are from 1 month to 10 years.
- Specific End Date is optional and if entered will override the Maximum Duration. This parameter will allow the user to specify an exact date to end the Payment Plan. The End Date of the payment plan cannot exceed 10 years, just like Maximum Duration.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.

Maintenance: 1. Collections / Payment Plan

Option 2=Maintain Payment Plan

A highlighted address indicates different addresses on file for cases selected. Press F8=Addr Sync to update.

```

D6000DMC          MONTHLY Payment Plan Maintenance          5/18/1
Type information,   Name: ADAMS, QUOMEINI, RAJAI   DOB: 11/29/80
press Enter.      Address: 3218 RASKOB RD
                               FLINT, MI 48504

Personal information:
| Date of Agreement . . . 5/18/15 (MM/DD/YY) P-P Balance Due: 1,547.00
| First Payment Due . . . 5/18/15 (MM/DD/YY) Max Duration: 5y-0m
| Amount . . . . .00 ($ Expected first payment, if unique.)
| Payments Due on the . . . day of the month. 31=Last day every month.
| Payment Start Date . . . 5/18/15 (MM/DD/YY)
| Payment Amount . . . .00 ($ Expected every payment.)
| Payment Verification . . F (F=Full amount, P=Partial amount)
| Case ROA Update . . . . A (A=All (Name-DOB), 0=Only selected)

Selected cases for payment plan:
Case ID      Amount Due Status   Case ID      Amount Due Status
03-011690-FH      65.00 C      05-015752-FH      1,482.00 C

F3=Exit      F5=Calc Payment  F6=Add Cases  F7=Pay Sched  F8=Addr Sync
F10=Rmv Cases F12=Cancel      F13=Addr Hist F14=Chg Dur   F16=Delete P-P
F20=Re-Amort F22=P-P Inquiry

WARNING: Different address detected on selected cases, press F8 to correct.
  
```

The second screen of Payment Plan Maintenance will enable the user to enter a date of agreement, first payment due date, first payment amount, which day(s) the payments are due, the payment amount, the type of payment verification, and how to update the ROA. When changing an existing payment plan after the first payment due date has elapsed, the only fields that are open for entry are payment verification and case ROA update. If any of the payment plan information needs to be changed after the first payment due date has elapsed, the plan will be re-amortized from the current date. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use [F8=Address Sync](#) to correct address discrepancies.

Screen input edits are as follows:

- Date of Agreement is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- First Payment Due is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Amount (first payment) is not required and if entered must be a non-zero number. Any other value will generate an edit error. If the parameter is left blank, it will be automatically defaulted to the standard payment amount.
- Payments Due..... is required.
Monthly, Bimonthly, Semimonthly, and Day Range require non-zero numbers to be entered.
Weekly, Biweekly, and Semiweekly require a value of M,T,W,R,F to be entered.

Maintenance: 1. Collections / Payment Plan

Option 2=Maintain Payment Plan

- Payment start date is a required field and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Payment amount is a required field and must be a non-zero number. Any other value will generate an edit error.
- Payment Verification is a required field and must be an "F"=Full Amount or "P"=Partial Amount. Any other value will generate an edit error.

An "F" will require that the individual pay the full amount agreed to on each scheduled payment date in order to not receive a statement. A "P" will allow the individual to make a payment less the amount agreed in order to not receive a statement.

- Case ROA Update is a required field and must be an "A"=All or "O"=Only selected. Any other value will generate an edit error.

An "A" will update the ROA for all of the individual's cases. An "O" will only update the ROA for the cases selected for the payment plan.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F6=Add Case	Will allow the user to add additional cases to the payment plan. Any cases added or removed will force the system to re-amortize the payment plan from the current date.
F7=Payment Schedule	Displays the payment plan schedule screen.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F10=Remove Case	Will allow the user to remove cases from the payment plan. Any cases added or removed will force the system to re-amortize the payment plan from the current date.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.
F14=Chg Duration F14=Chg End Date	Depending on what option was chosen, this function key will allow the user to change the current duration of the payment plan or the End Date of the Payment Plan. Valid values for Duration are 0 years 1 month thru 10 years 0 months. The valid value for End Date is any valid future date. This action will force the system to re-amortize active payment plans with the current parameters.



Maintenance: 1. Collections / Payment Plan

Option 2=Maintain Payment Plan

F16=Delete

Deletes the record from the payment plan files. F16 will need to be pressed twice for confirmation of the delete. This DOES NOT delete the case, only the payment plan information.

Maintenance: 1. Collections / Payment Plan

Option 2=Maintain Payment Plan

F6=Add Case

```

D6000DMC          MONTHLY Payment Plan Maintenance      5/18/15  14:18:52
Type information,  Name: ADAMS,QUOMEINI,RAJAI  DOB: 11/29/80
press Enter.    Address: 3218 RASKOB
                  FLINT, MI  48504

Personal information:
| Date of Agreement . . . 5/18/15
| First Payment Due . . . 5/18/15
| Amount . . . . . . . . . .00
| Payments Due on the . . . day of th
| Payment Start Date . . . 5/18/15
| Payment Amount . . . . .00
| Payment Verification . . F
| Case ROA Update . . . . A
Selected cases for payment plan:
Case ID      Amount Due  Status
03-011690-FH      65.00   C

Total P-P Amt:      65.00
Add Cases to Pay Plan
Type 1=Select, press Enter.
Opt Case ID      Amount Due  Stat
█ 05-015752-FH      1,482.00  C

F3=Exit      F5=Calc Payment  F6=Ad      F3=Exit  F12=Cancel
F10=Rmv Cases  F12=Cancel      F13=A
F20=Re-Amort  F22=P-P Inquiry

Bottom
P
  
```

The Add Cases to Pay Plan window screen allows the user to add additional cases to the payment plan for the name/date of birth. This screen shows all of the cases for the payment plan name / date of birth combination currently not on the payment plan and has an amount due.

To add one or more cases to the current pay plan, just type 1=select in the option field for all cases to be added and press enter.

Screen function keys are as follows:

F3=Exit

Exits Payment Schedule and returns the user to the Collections Maintenance screen.

F12=Cancel

Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 2=Maintain Payment Plan

F7=Payment Schedule

```

D6000DMC                               Payment Schedule                               6/06/12  15:55:03
View information, press Enter.
Name: ADAMS,QUOMEINI,RAJAI              Date of Agreement: 6/07/12
      3218 RASKOB RD                     First Payment Due: 6/15/12
                                         Amount . . . : 100.00
      FLINT, MI 48504                     MONTHLY Payment Plan
DOB: 11/29/80                             Payment Amount: 75.00
Total Pay Plan Amount: 1,547.00

Cases on  || Pay                               Payment      Balance
Pay Plan  || #   Payment Due Date              Amount        Due
05-015752-FH || 1   Friday - June 15, 2012          100.00      1,447.00
03-011690-FH || 2   Monday - July 16, 2012           75.00      1,372.00
              || 3   Wednesday - August 15, 2012          75.00      1,297.00
              || 4*  Friday - September 14, 2012          75.00      1,222.00
              || 5   Monday - October 15, 2012           75.00      1,147.00
              || 6   Thursday - November 15, 2012          75.00      1,072.00
              || 7*  Friday - December 14, 2012           75.00        997.00
              || 8   Tuesday - January 15, 2013           75.00        922.00
              || 9   Friday - February 15, 2013           75.00        847.00
              || 10  Friday - March 15, 2013             75.00        772.00
More...
F3=Exit   F10=Print Schedule/Coupons   F12=Cancel   (* Date adjusted)
  
```

The Payment Schedule screen displays to the user the breakdown of when payments are due, how much is due, and when the total fine will be paid off. This screen shows all of the cases that are currently on a payment plan for the individual selected. The payment due dates will be adjusted for holidays and weekends based on the information entered in option 8. [Payment Schedule Customization](#) and option 9. [Holiday Entry](#) from option 80. [Customization Menu](#).

Screen function keys are as follows:

F3=Exit	Exits Payment Schedule and returns the user to the Collections Maintenance screen.
F10=Print Sched/Coupons	Prints the Payment Schedule and/or Payment Coupons and returns the user to the Collections Maintenance screen. This function is only valid on active payment plans and can be used to re-print the payment schedule and/or coupons.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Maintain Payment Plan
F7=Payment Schedule – Example



PAYMENT SCHEDULE
 Genesee County Circuit Court
 Reimbursement Office
 900 S. Saginaw St
 Flint, MI 48502
 (810) 257-3041

Defendant

ADAMS, QUOMEINI, RAJAI
 3218 RASKOB

 FLINT, MI 48504

Defendant Date of Birth: 11/29/80
Total Pay Plan Amount: 1,547.00
Date of Agreement: 5/31/07
First Payment Due: 5/31/07
Amount: 100.00
MONTHLY Payment Plan
Payment Amount: 50.00



You may pay by cash, check or credit card.

CASE ID	PAY#	DUE DATE	PAY AMT	BALANCE
03-011690-FH	1	Thursday - May 31, 2007	100.00	1,447.00
05-015752-FH	2*	Monday - July 2, 2007	50.00	1,397.00
	3	Tuesday - July 31, 2007	50.00	1,347.00
	4	Friday - August 31, 2007	50.00	1,297.00
	5*	Monday - October 1, 2007	50.00	1,247.00
	6	Wednesday - October 31, 2007	50.00	1,197.00
	7	Friday - November 30, 2007	50.00	1,147.00
	8	Monday - December 31, 2007	50.00	1,097.00
	9	Thursday - January 31, 2008	50.00	1,047.00
	10	Friday - February 29, 2008	50.00	997.00
	11	Monday - March 31, 2008	50.00	947.00
	12	Wednesday - April 30, 2008	50.00	897.00
	13*	Monday - June 2, 2008	50.00	847.00
	14	Monday - June 30, 2008	50.00	797.00
	15	Thursday - July 31, 2008	50.00	747.00
	16*	Monday - September 1, 2008	50.00	697.00
	17	Tuesday - September 30, 2008	50.00	647.00
	18	Friday - October 31, 2008	50.00	597.00
	19*	Monday - December 1, 2008	50.00	547.00
	20	Wednesday - December 31, 2008	50.00	497.00
	21*	Monday - February 2, 2009	50.00	447.00
	22*	Monday - March 2, 2009	50.00	397.00
	23	Tuesday - March 31, 2009	50.00	347.00
	24	Thursday - April 30, 2009	50.00	297.00
	25*	Monday - June 1, 2009	50.00	247.00
	26	Tuesday - June 30, 2009	50.00	197.00
	27	Friday - July 31, 2009	50.00	147.00
	28	Monday - August 31, 2009	50.00	97.00
	29	Wednesday - September 30, 2009	50.00	47.00
	30*	Monday - November 2, 2009	47.00	.00

Defendant signature line can be enabled (as shown) or disabled with the system customization.

X

Defendant

Date

Approved by

* After PAY# denotes adjustment due to weekend or holiday.

Maintenance: 1. Collections / Payment Plan

Option 2=Payment Plan

```

D6000DMC          MONTHLY Payment Plan Maintenance          6/06/12  15:53:17
Type information,   Name: ADAMS, QUOMEINI, RAJAI   DOB: 11/29/80
press Enter.      Address: 3218 RASKOB RD

Pay Plan Activation

Per
| D   Press Enter again to ACTIVATE the Payment Plan, or F12=Cancel.
| F
| P   If activating Payment Plan,
|     Print Payment Schedule . . . . . Y ('Y'es, 'N'o)
|     Print Payment Coupons . . . . . Y ('Y'es, 'N'o)
|     Print Coupons Date Range . . . 6/15/12 to 2/14/14
| P
| C   Date Printed   User       Date Range
Sel

F3=Exit   F12=Cancel

Bottom
F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
F13=Addr Hist  F14=Chg Duration  F16=Delete  F20=Re-Amortize  F22=P-P Inquiry
WARNING: Different address detected on selected cases, press F8 to correct.
  
```

3 lines of coupon
print history will be
displayed here.

The Payment Plan Activation screen will appear to the user when all necessary information is entered on the payment plan maintenance screen and the user presses Enter. This screen allows the user to activate the payment plan. It also allows the user to print a payment schedule and/or payment coupons. The payment coupons can be printed for a specified date range. This screen will only appear when the user is entering a new payment plan. The field values will be defaulted based on the customization parameters. The date range will default to the payment plan starting date and ending date. If the payment plan reaches the maximum duration date, a banner window or bottom line message (based on customization [parameter]) will inform the user of that condition.

Screen input edits are as follows:

- Print Payment Schedule is required and must be a "Y"es or "N"o. Any other value will generate an edit error.
- Print Payment Coupon is required and must be a "Y"es or "N"o. Any other value will generate an edit error.
- Print Coupons Date Range is required and must be a valid date from and to date. Any other value will generate an edit error.

Screen function keys are as follows:








F3=Exit Returns the user to the Collections Maintenance screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

Option 2=Payment Plan

Payment Coupon – Example

ADAMS, QUOMEINI, RAJAI 3218 RASKOB FLINT, MI 48504 DOB: 11/29/80		Payment Number: 1 Payment Amount: \$100.00 Due Date: Thursday - May 31, 2007
Make Payment To: 99th Circuit Court 999 South Main Street Anywhere, MI 99999 Coupon Payment (999) 999-9999	Payment Information: Case ID: 03-011690-FH+ Balance Due After Payment: \$1,447.00	The plus indicates there are more cases listed on this payment plan then just the one shown.
 CUT HERE		
ADAMS, QUOMEINI, RAJAI 3218 RASKOB FLINT, MI 48504 DOB: 11/29/80		Payment Number: 2* Payment Amount: \$50.00 Due Date: Monday - July 2, 2007
Make Payment To: 99th Circuit Court 999 South Main Street Anywhere, MI 99999 Coupon Payment (999) 999-9999	Payment Information: Case ID: 03-011690-FH+ Balance Due After Payment: \$1,397.00	The asterisk indicates the date of this payment has been adjusted due to a weekend or holiday.
* After payment number denotes adjustment due to weekend or holiday.		
 CUT HERE		
ADAMS, QUOMEINI, RAJAI 3218 RASKOB FLINT, MI 48504 DOB: 11/29/80		Payment Number: 3 Payment Amount: \$50.00 Due Date: Tuesday - July 31, 2007
Make Payment To: 99th Circuit Court 999 South Main Street Anywhere, MI 99999 Coupon Payment (999) 999-9999	Payment Information: Case ID: 03-011690-FH+ Balance Due After Payment: \$1,347.00	
 CUT HERE		
ADAMS, QUOMEINI, RAJAI 3218 RASKOB FLINT, MI 48504 DOB: 11/29/80		Payment Number: 4 Payment Amount: \$50.00 Due Date: Friday - August 31, 2007
Make Payment To: 99th Circuit Court 999 South Main Street Anywhere, MI 99999 Coupon Payment (999) 999-9999	Payment Information: Case ID: 03-011690-FH+ Balance Due After Payment: \$1,297.00	

Maintenance: 1. Collections / Payment Plan

Option 3=Case Notes

```
D0800DMC                                Case Notes Verification                                1/12/07  12:54:05
```

Type options, press Enter.

4=Remove from Group 5=Case Inquiry

Opt	Name	Date of Birth	Case	Party	Amount Due
=	ABBOTT, RONALD, KEITH	12/21/1976	01-007714-FC		2,390.84
-	ABBOTT, RONALD, KEITH	12/21/1976	94-049831-FH		3,077.86

F3=Exit F12=Cancel

Type options or press ENTER to continue.

Bottom

The Case Notes Verification screen is an intermediary screen when selecting multiple cases for the entry of a case note. If only one case is selected, this screen will be bypassed and the user will go directly to the case maintenance screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can press F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter case notes.

Screen function keys are as follows:

F3=Exit	Exits Case Notes Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 3=Case Notes

D6000DMC		Case Notes		6/06/12 16:02:07	
Case ID . . . :	01-007714-FC	Name . . . :	ABBOTT, RONALD, KEITH		
		Address. :	FLINT, MI 48506		
MULTIPLE CASE Update - First Case Shown					
Press F6=Add Notes or F3=Exit					
Date	Time	By	Notes... (■ = Written to ROA)		
10/02/08	9:56:21	DMC	This note was added for Juli's training to see how easy it is.		
9/24/08	10:50:00	DMC	example for roa and collect only		
8/23/07	11:51:30	DMC	First payment of \$100 due Monday, August 27, 2007.		
8/23/07	11:50:32	DMC	Ronald Abbott has telephoned the court and has agreed to come in and set up a payment plan on Monday, August 27, 2007. He will also bring his first payment of \$100.00.		
					Bottom
F3=Exit F5=View Cases F6=Add Notes F10=Print F12=Cancel					

The Case Notes Maintenance screen displays all entered case notes for the specific case, if the user only selected one case for entering case notes (single case mode). If multiple cases were selected (multiple case mode – shown above), the screen will display the case notes for the first case from the selected list. The case notes in green can only be viewed through the *COLLECT* application. The case notes in red can be viewed through the *COLLECT* application and will also appear on the JIS Register of Actions. The user can delete (when in single case mode), send a case note to the ROA that was originally not sent (when in single case mode), or add case notes from this screen. If a case note that was also added to the Register of Actions is deleted it will only be deleted from the *COLLECT* application and not from the JIS Register of Actions.

Screen input edits are as follows:

- The only valid options are 4=Delete and 7=Move to ROA when in single case mode (The above screen illustrates multiple cases were selected and the delete and move functions are disabled and removed from the screen.) All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.

Maintenance: 1. Collections / Payment Plan

Option 3=Case Notes

Screen function keys are as follows:

F3=Exit	Exits Case Notes Verification and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update.
F6=Add Notes	Displays the case notes entry screen (described below).
F10=Print	Prints a case notes listing.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 3=Case Notes

F5=View Cases

View Cases	Case Notes	6/06/12 16:02:07
Press Enter.		
Case ID	007714-FC	Name . . : ABBOTT, RONALD, KEITH
01-007714-FC		Address. : FLINT, MI 48506
94-049831-FH		MULTIPLE CASE Update - First Case Shown
	s or F3=Exit	
	e By Notes... (■ = Written to ROA)	
	:21 DMC This note was added for Juli's training to see how easy it is.	
	:00 DMC example for roa and collect only	
	:30 DMC First payment of \$100 due Monday, August 27, 2007.	
	:32 DMC Ronald Abbott has telephoned the court and has agreed to come in and set up a payment plan on Monday, August 27, 2007. He will also bring his first payment of \$100.00.	
Bottom		
F12=Cancel	Cases F6=Add Notes F10=Print F12=Cancel	Bottom

The View Cases window will display along the left side of the screen. It will list all currently selected cases for notes update to the user for verification.

Screen function keys are as follows:

F12=Cancel

This key will remove the View Cases window and return the user to the Case Notes maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes
F6=Add Notes

```
D6000DMC                                Case Notes Entry                                6/06/12   16:16:52

Type information, press Enter.    Case ID: 01-007714-FC
                                   Name . : ABBOTT,RONALD,KEITH
                                   MULTIPLE CASE Entry - First Case Shown

Add to ROA . . _                Notes...
(Y=Yes)                         [Redacted]
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
                                 _____
```

F3=Exit F5=View Cases F8=Add Case ID(s) to Notes F12=Cancel

The Case Notes Entry screen allows the user to enter case notes for the selected case or a group of cases. The user can also update the Register of Actions with this note by entering a “Y” in the ‘Add to ROA’ field.

Screen input edits are as follows:

- 'Add to ROA' field must be a "Y" or Blank. All other entries in the Add to ROA column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Notes Entry and returns the user to the Collections Maintenance screen.
---------	--

F5=View Cases	Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window.
---------------	---

F8=Add Case ID(s) to Notes
This function key will automatically type all selected case ID(s) into the note directly after the last word entered. Multiple cases will be separated by a comma.

F12=Cancel Returns the user to the Case Notes Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 3=Case Notes

F10=Print – Example

Page 1 0725 - 99TH CIRCUIT COURT 1/17/2007 11:07:24
Case Notes

Case ID . . : 01-007714-FC Name . . : ABBOTT, RONALD, KEITH
Address. : 2217 KANSAS ST
FLINT, MI 48506
Charge . : HOMICIDE OPEN MURDER SSF

Date	Time	By	Notes...	ROA
1/17/07	10:51:59	DMC	First payment due Monday, January 22, 2007.	Y
1/17/07	10:51:09	DMC	Ronald Abbott has telephoned the court and agreed to come in and set up a payment plan on Monday, January 22, 2007. He will also bring in his first payment of \$100.00.	

** End of Report **

Maintenance: 1. Collections / Payment Plan

Option 5=Request Tax Garnishment

D600	Request for Tax Garnishment		3
Posi	View information, Press Enter.	Case ID : 94-051094-FH	
Type		Balance Due . . . : 1,660.00	
2=P	Plaintiff:	Defendant: SSN: [REDACTED]	.
A=A	People of the State of Michigan	EDELEN, NATE, LAMONT	S
	c/o 7th Circuit Court-Genesee Cty	1435 W 3RD AVE #4	
Opt	900 S. Saginaw St.	FLINT, MI 48505	
5	Flint, MI 48502		
	Plaintiff's Attorney:		
-	AACH, ARNOLD K.,		
	MICH MUTUAL INS CO		
-	28 W ADAMS 14TH FL		
	DETROIT, MI 48226		
-	F3=Exit F12=Cancel		
	Defendant SSN is required.		
-	Errors detected - Make corrections in JIS & try again		
F3=E			
F10=			ns

Worklist positioned to EDEL.

SSN must be entered in JIS before the system will accept the entry.

The Request for Tax Garnishment screen will allow the user to view and select a case for wage garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user know what needs to be corrected before the case can be selected. If all of the information is available, the user can press Enter and the case will be marked for garnishment and added to the garnishment review file where it will remain until it is either printed or deleted.

This process only places the case in "Tax Garnishment Review" status. To further process the case and actually generate the state form to be submitted, the user will go to option 9. [Tax Garnishment Processing](#), then option 1. [Writ of Tax Garnishment](#). That procedure is documented in the Tax Garnishment Processing section of the manual.

Screen function keys are as follows:

F3=Exit	Exits Request for Tax Garnishment and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

```

D0800DMC                Notification Letter Verification                1/12/07  13:09:37

Type options, press Enter.
4=Remove from Group    5=Case Inquiry

Opt  Name                                Date of Birth   Case          Party  Amount Due
=  ABERNATHY,LYNDON,DALE                10/17/1962    04-013979-FH
-  ABERNATHY,LYNDON,DALE                10/17/1962    98-003298-FH
                                         120.00
                                         60.00

F3=Exit  F12=Cancel
Type options or press ENTER to continue.

Bottom
  
```

The Notification Letter Verification screen is an intermediary screen when selecting multiple cases for the notification letter. If only one case is selected, this screen will be bypassed and the user will go directly to the text/letter selection screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group'. Using option '4' will not delete the case. It will only remove it from the selected group. The user will not be able to print a notification letter for the selected cases if a name/date of birth combination does not match. The user will need to reselect the correct cases or make the appropriate changes in JIS and then return to this function and try again. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed in printing the notification letter.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

```

D0800DMC          Notification Letter Verification          1/12/07  13:09:37

Type options, press Enter.
 4=Remove from Group  5=Case Inquiry

Opt  _____ Text Selection _____
-
-
Type choice, press Enter.

Text ID . . . . . ? 101

It has come to our attention that your balance is overdue.
Please send payment within 15 days or additional costs may
be assessed and/or a warrant will be issued for your
arrest.

F3=Exit  F4=Prompt  F12=Cancel

F3=E
Type
  
```

The Notification Letter print logic will include all closed cases selected with an option 6=Print Notification. If multiple cases are selected for a name/date of birth combination, the application will calculate the total balance due for the selected cases. The user is only required to select one case for the individual.

The Text Selection screen will allow the user to select the text to print on the Notification Letter. It will default to the text that was used the last time a notification letter was printed. When the user wants a different text to print on the Notification Letter, they may key in the appropriate message id and press Enter or press F4=Prompt and they can choose from a list of available letters. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the letter and update the register of actions.

The message ids correspond to the notification letter templates (101 – 800) created through option 1=[Statement Mailer / Notification Letter Text](#) on the Collect System Database Menu.

Screen input edits are as follows:

- A valid message id must be entered. Anything else will generate an edit error.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	Displays a window with all the available notification letters (shown in detail below). Only the first 9 lines of the letter body will be displayed.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

F4=Prompt

```

D0800DMC          Circuit Court Collect Maintenance      8/22/07  11:36:20
                  Statement Text Selection #
Posi  Type options, press Enter.
Type  1=Select
      2=P  Opt ID Statement Text (First 7 Lines)
      7=R  = 100 The records of Genesee County Circuit Court indicate that
                you owe money to the Court.
                STANDARD Payment should be made immediately to the Genesee County
Opt    = 101 Pursuant to the judgment of sentence, a 20% late fee will
      6   be added to your balance if the judgment was before 12/23/05
      -   The Court will waive the 20% late fee if payment in full
      -   _ 101 The 7th Judicial Circuit has a computer system to
                track individuals who have outstanding fines and cost. Our
      -   LETTER records indicate that your account is PAST due.
                **YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY***
      -   Failure to pay in full may result in a bench warrant for
      -   your arrest. Payment can be made in cash, money order or
      -   credit card.
                                More...
      F3=Exit  F12=Cancel

F3=E
Work
  
```

This screen will display the first seven lines of the available notification letters currently defined on the system. The user can select the notification letter text they would like to print by typing a one in the option column and pressing Enter. The letter Id selected will then be returned to the Text Selection screen for the user.

The letter ids correspond to the notification letter templates (101 – 800) created through option 1. [Statement Mailer / Notification Letter Text](#) on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Text Selection and returns the user to the Text Selection screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

```

D0800DMC                      Collections Maintenance                      5/31/07 08:18:33
                                Mode: ALL

Position to name . . . _____

Type 2=P                      Text Selection                               ter
    7=R                      Type choice, press Enter.                    S
                                Add ROA Notes                               t C
Opt 6 A                      Court records indica
    _ A                      not been paid. To a
    _ A                      pay immediately.
    _ A                      Payments may be made
    _ A                      or credit card payab
    _ A
    _ A
    _ A
    F3=E                      F3=Exit  F4=Prompt
                                THIS LETTER IS FOR FAILURE TO APPEAR IN
                                COURT. THE DEFENDANT IS GIVEN 14 DAYS TO
                                RESPOND.
                                F3=Exit  F12=Cancel
                                .
                                Cncl
  
```

The Add ROA Notes screen will appear when the user presses Enter on the Text Selection screen and if the customization parameter is set to an 'Y'es (see [Customization – System Tailoring](#) at the end of this manual). This screen will allow the user to key in notes to be written to the ROA. If no notes are necessary the user just needs to leave the screen empty and press Enter. If ROA notes are desired, the user just needs to key in the notes necessary and press Enter, the notes will then be written to the ROA. The system will “remember” the last ROA note entered (no matter what user entered the note) and redisplay the same note for all subsequent letters generated. This will assist the user when groups of the same type of letters are being generated.

Screen function keys are as follows:

F3=Exit	Exits Add ROA Notes and returns the user to the COLLECT Main Menu.
F12=Cancel	Exits Add ROA Notes and returns the user to the Statement Text Selection screen.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification

Example Notification Letter



99th Circuit Court
122 Justice Blvd.
Courthouse, MI 49999

***** OVERDUE PAYMENT NOTICE *****

1/15/07

AARON A ABBOTT
209 PARK ST
GAINES, MI 48436

Dear AARON A ABBOTT:

It has come to our attention that your balance is overdue.
Please send payment within 102 days or additional costs may
be assessed and/or a warrant will be issued for your
arrest.

Overdue case(s) and amount due is listed below.

03-013249-FH \$1,779.48

YOUR TOTAL BALANCE DUE IS: \$1,779.48

Collection Department
99th Circuit Court

OPNL (04/2005)

Maintenance: 1. Collections / Payment Plan

Option 7=Display ROA

```

DEFERRED  -DPY  SUPPRESSED  CASE REGISTER OF ACTIONS          01/12/07 PAGE   1
03-013249-FH JUDGE FARAH      FILE 12/18/03  ADJ DT 01/05/04 CLOSE 02/10/04
                GENESEE COUNTY                                COD  SCA0:SEC B LINE 03

D 001 ABBOTT,AARON,A          DOB: 08/18/85   SEX: M  RACE: W
    209 PARK ST              CTN:250300425201 SID:
    GAINES, MI 48436          DLN:DLN-NUMBER321 ST:
    ATY: SAWYER,DONALD J.,    PROSECUTOR: BUSCH,ARTHUR A.,
        P-23879 810-232-6096 APPOINTED        P-33872
    LOWER DISTRICT: 67  CTY# 25  CASE#          PRELIM: HELD 12/16/03
    INCARCERATION DATE: 11/05/03  DISTRICT ARRAIGNMENT:

R 001 HILDRETH,LEE JAMES,      OWE  $2454.48 REC  $675.00 BAL  $1779.48

                        Bond History
-----
      Num      Amount      Type      Posted Date      Status
      ---      -
F1/F3=Exit F7=Acct Hist F8=Nxt Action F16=Search F17=Top F18=Bottom Roll/Page
F10=View Images F11=Scan Images
NEXT  ___ CASE# 03 - 13249 - FH CHG/EVT ___ PTY  ___ JUDGE  ___ DT  ___
  
```

The JIS register of actions screen will allow the user to look at the register of actions for the case selected. This screen looks the same as it does when the user is navigating thru the JIS system. You will not be able to use the 'NEXT' function. Anything entered on the "hop" line will be ignored and the user will be returned to the previous screen.

Screen function keys are as follows:

F3=Exit Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 8=Wage Assignment / Employer Data

D600DMC Circuit Court Collect Maintenance 5/18/15 16:39:16

Wage Assignment / Employer Data

Type information, press Enter.

Case : 93-049359-FH
Name : WAGNER,WENDY LIN,

Social Security Number . . 222-33-4444
Phone Number
Amount00 per
Employer Name
Address 1
Address 2
City/ST/Zip ?

Case ROA Update ('A'll, 'O'nly, 'S'elect) Name/DOB
Print Address Cover Page . N ('Y'es, 'N'o)
Wage Assignment Action . . - ('A'ctive Wage Assignment)
 ('E'mployer Data Save)

F3=Exit F4=Prompt F12=Cancel

The Print Wage Assignment Employer Data screen will enable the user to enter the necessary information to appear on the wage assignment form to be sent to an employer for the selected case. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employers name and address showing.

The Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.

The Wage Assignment Action field allows the user to create the actual Wage Assignment (Value = "A") or to gather the defendant's Employer Data (Value = "E") which could be used at a later date to create the Wage Assignment. When Employer Data is saved, a blue **Emp** will be displayed on the main screen dashboard indicator area.

When all information is entered for an Active Wage Assignment, and the user presses Enter, the Amount per Check, Employer Name & Address fields are edited for valid entries and if valid, a wage assignment form is generated. An entry will also be made in the register of actions with the sent date and employer name.

Maintenance: 1. Collections / Payment Plan

Option 8=Wage Assignment / Employer Data

Screen input edits are as follows:

- Amount is required and must be a non-zero number. Any other value will generate an edit error.
- Amount “per” is required and must be a non-blank entry. This field is used to customize the wage assignment to fit the defendants pay schedule. Examples of what could be typed here are as follows: Check, Week, Month, Period, etc. NOTE. There is not an edit for valid input, only for entry. What the user types in this field will print on the form exactly as entered.
- Employer Name is a required field. A blank employer name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- The Case ROA Update field will accept values of ‘A’ll, ‘O’nly, or ‘S’elect. Any other value will generate an edit error.
- Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- The Wage Assignment Action field is required and must be an “A”ctive Wage Assignment or “E”mployer Data Save.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 8=Wage Assignment / Employer Data

Employer Data Maintenance / Selection

```

D6000DMC          Circuit Court Collect Maintenance      6/09/14  14:15:40
                                     Mode: ALL
Position to name . . . _____ or Case . . . _____
Type MAINTENANCE options, press Enter.
 2=P _____ Wage Assignment Employer Maintenance
D=D _____ EMPLOYER DATA MAINTENANCE
Case: 06-018926-FH Name: WADE, JARRETT, ADAM
Opt
  Type option, press Enter.
  1=Select  2=Change  4=Delete
Opt Employer      Added Date  Amt per Chk
  █ WAL-MART      6/09/14      55.00
  8
  Bottom
  F3=Exit  F6=Add  F12=Cancel
F3=E
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
  
```

The Employer Data Maintenance and Selection screen will appear when Employer data is saved in the system. This screen allows the user to select stored Employer Data and easily create a wage assignment (1=Select). The user can also change or delete the store information with options 2=Change or 4=Delete.


Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collect Main Menu screen.
F6=Add	Allows the user to add more Employers to the list for the possibility of the defendant having multiple jobs.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 8=Print Wage Assignment

Wage Assignment Example Form

 Approved, SCAO	ORDER FOR ASSIGNMENT OF WAGES	Original - Court 1 st Copy - Employee 2 nd Copy - Employer			
STATE OF MICHIGAN 7th Circuit Court Genesee County Reimbursement 900 S. Saginaw St Flint, MI 48502	CASE NO. 05-017246-FH	The Social Security Number will be printed with a mask.			
<table style="width: 100%;"> <tr> <td style="width: 60%;"> In the matter of: HACKNEY, ERNEST, DWAYNE 1729 BELLE AVENUE FLINT, MI 48506 </td> <td style="width: 40%; text-align: right;"> SSN: ###-##-9658 DOB: 09/25/1966 Phone: 419-555-2356 </td> </tr> </table>			In the matter of: HACKNEY, ERNEST, DWAYNE 1729 BELLE AVENUE FLINT, MI 48506	SSN: ###-##-9658 DOB: 09/25/1966 Phone: 419-555-2356	
In the matter of: HACKNEY, ERNEST, DWAYNE 1729 BELLE AVENUE FLINT, MI 48506	SSN: ###-##-9658 DOB: 09/25/1966 Phone: 419-555-2356				
IT IS ORDERED pursuant to MCL 769.1k:					
1. SUBWAY 1 CENTRAL TOLEDO, OH 43618					
<p>employer, shall withhold from the earnings due the person named above the amount of \$ 10.00 per check effective one week after service upon the employer of a copy of this order. The employer shall indicate the case number on the withholding and shall forward the withholding to the court at the above address.</p> <p>employer shall not use this assignment as a basis, in whole or in part, for the discharge of the employee or for any other disciplinary action against the employee.</p> <p>Your compliance with this order is required by law.</p> <p>This order shall remain in full force and effect until further order of the court or until the total of \$ 1,165.33 has been withheld, whichever comes first.</p>					
<table style="width: 100%;"> <tr> <td style="width: 33%;"> 08/22/2007 <small>Date</small> </td> <td style="width: 33%; text-align: center;"> _____ <small>Judge</small> </td> <td style="width: 33%; text-align: right;"> _____ <small>Bar No.</small> </td> </tr> </table>			08/22/2007 <small>Date</small>	_____ <small>Judge</small>	_____ <small>Bar No.</small>
08/22/2007 <small>Date</small>	_____ <small>Judge</small>	_____ <small>Bar No.</small>			
<p>NOTE: Wage assignment is a transfer of the right to receive wages, ordinarily effected by means of a contract. As such, wage assignments are not within the scope of the federal wage garnishment law. For purposes of this order, however, wages have been defined based on the federal wage garnishment law. Wages are defined as earnings or compensation paid for personal services whether called wages, salary, commission, bonus, or otherwise, and can include periodic payments under a pension or retirement program. (Title III, Section 302, PL 90-321) When required, withholdings shall be determined using the calculation sheet from SCAO-Approved form MC 14 (Garnishee Disclosure).</p>					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> CERTIFICATE OF MAILING </div>					
<p>I certify that on this date copies of this order were served on the employee and employer by first-class mail to their last-known addresses.</p>					
<table style="width: 100%;"> <tr> <td style="width: 33%;"> 08/22/2007 <small>Date</small> </td> <td style="width: 33%; text-align: center;"> _____ <small>Signature</small> </td> <td style="width: 33%;"></td> </tr> </table>			08/22/2007 <small>Date</small>	_____ <small>Signature</small>	
08/22/2007 <small>Date</small>	_____ <small>Signature</small>				
<table style="width: 100%;"> <tr> <td style="width: 60%;"> MC289 (05/07) ORDER FOR ASSIGNMENT OF WAGES </td> <td style="width: 40%; text-align: right;"> MCL 769.1k, MCL 771.3(2) (f) </td> </tr> </table>			MC289 (05/07) ORDER FOR ASSIGNMENT OF WAGES	MCL 769.1k, MCL 771.3(2) (f)	
MC289 (05/07) ORDER FOR ASSIGNMENT OF WAGES	MCL 769.1k, MCL 771.3(2) (f)				

Maintenance: 1. Collections / Payment Plan

Option 9=Print Wage Cancellation

```

D6000DMC          Circuit Court Collect Maintenance      9/02/09 08:47:12
                                     Mode: ALL
Position to name . . . _____ or Case . . . _____
Type options, press Enter.
2=P
C=C
      Wage Asmt Cancel Select
      Case: 97-001160-FH  Name: ACORD, JOSEPH, LYNN
Opt  9
  9  Type option, press Enter.
     1=Select
     Opt Employer      Sent Date  Amt per Chk
     █ KROGER          9/02/09    25.00
     - WAL-MART        9/02/09    25.00
     -
     -
     -
     -
     F3=Exit  F12=Cancel
F3=E
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
  
```

Opt	Employer	Sent Date	Amt per Chk	Sts	S
9	KROGER	9/02/09	25.00	C	
-	WAL-MART	9/02/09	25.00	C	
-				C	
-				C	
-				C	
-				C	

Bottom

More...

The Wage Assignment Cancellation Selection screen will display when the selected case has more than one wage assignment associated with it. Otherwise, the user will be taken directly to the Print Wage Assignment screen (described below). The Wage Assignment Cancellation Selection screen will enable the user to select which wage assignment needs to be canceled. After the user has selected the wage assignment to be terminated and pressed Enter, the Print Wage Cancellation screen will display.

Screen input edits are as follows:

- The only valid options are 1=Select. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment Cancel Window and returns the user to the Collections System Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 9=Print Wage Cancellation

```

D6000DMC          Circuit Court Collect Maintenance      5/18/15  16:39:16
                  Print Wage Cancellation
Po
Ty  Type information, press Enter.
2
D   Case . . . . . : 92-047606-FH
   Name . . . . . : WAHLERT,GERI,LYNN
Op
-   Document Date . . . . . 5/18/15
-   Employer Name . . . . . SPEEDWAY
-   Address 1 . . . . . 23232 CENTRAL AVE
-   Address 2 . . . . .
-   City/ST/Zip . . . . . LANSING ? MI 23222
-
-   Case R0A Update . . . . . 0 ('A'll, 'O'nly, 'S'elect) Name/DOB
-   Print Form . . . . . Y ('Y'es, 'N'o)
9   Payments being made . . . . . -or- Debt is satisfied . . . . .
-   Print Address Cover Page . . . . . N ('Y'es, 'N'o)
-   F3=Exit  F4=Prompt  F12=Cancel
re...
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F9=Wage Cancellation
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
  
```

The Print Wage Cancellation screen will enable the user to print a wage assignment cancellation form to be sent to the appropriate employer. The screen will be filled in with the information from the wage assignment being canceled. If a wage assignment cannot be found for the case selected, the screen will display with only the document date entered. The user must then fill in the amount owed and the employer name and address before proceeding. The user can modify the document date and employer address. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employer's name and address showing. The employer name cannot be changed. After the date and address are verified and corrected, if necessary, and the user presses Enter, the Wage Assignment Cancellation letter will be sent to the user's output queue.

Maintenance: 1. Collections / Payment Plan

Option 9=Print Wage Cancellation

Screen input edits are as follows:

- Document Date is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. It will default to the value the Wage Assignment was created with. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.
- Print Form is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from 80. Customization is desired, simply type over the default and press Field Exit.
 - If the form is to be printed, the user must select with an "X" (or non-blank character) whether payments are being made to the court, or the debt has been satisfied. This selection will print on the form.
- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from 80. Customization is desired, simply type over the default, and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Termination and returns the user to the Collections Maintenance screen.
F4=-Prompt	Will allow for the selection of the Address State.
F12=Cancel	Returns the user to the Wage Assignment Termination Selection screen (if multiple wage assignments). Otherwise, it will return the user to the Collections Maintenance screen.



Original - Court
1st Copy - Employee
2nd Copy - Employer

STATE OF MICHIGAN
7th Circuit Court
Genesee County Reimbursement
900 S. Saginaw St
Flint, MI 48502

93-049359-FH

WAGNER, WENDY LIN,
8479 S. LINDEN RD.
SWARTZ CREEK, MI 48473

DOB: 08/07/1971

Phone:

SUNOCO
232 OAK STREET
LANSING, MI 23232

Date _____

Judge

Bar No.

Date _____

Signature

MCL 769.1k, MCL 771.3(2) (f)

Maintenance: 1. Collections / Payment Plan

Option A=Address History

D6000DMC		Circuit Cou	Address History	
Position to name . . . _____			View info, press Enter. 05-016681-FH	
Type options, press Enter.			Current EDMOND,JOHNNY,REMON	
2=Payment Plan 3=Case Notes 6=			Address: 1322 KNICKERBOCKER AVE	
A=Addr Hst C=Chg Stat D=Decd			FLINT, MI 48505	
Opt	Name ([X] = Collect Agency)		Previous Address(es)	Changed Date
-	EDMOND,DERRICK,DESHUAN		422 W SECOND ST	3/09/07
-	999 Pris		FLINT MI 48503	
-	EDMOND,DERRICK,DESHUN		SRC: USPS	
-	999 Jail		-----	
A	EDMOND,JOHNNY,REMON		3618 COMSTOCK	7/10/06
-	999 AdH Jail		FLINT MI 48503	
-	EDMOND,TINA,REMON		SRC: DEFENDANT	
-	999 Pris		-----	
-	EDMONDS,CHRISTOPHER,SCOTT			
-	999 Rst			
-	EDMONDS,MAKEIA,CHANTE			
-	999 Jail			
F3=Exit F5=All F6=No Pay Plan			F12=Cancel	
F10=Address Sync F11=PP History			Bottom	

“AdH” listed in the dashboard indicates there are multiple address changes on file. Option “A” will easily view the history.

The Address History inquiry screen is designed to allow the user to easily view all previous addresses on file for a particular case. All of the information displayed on this screen is harvested directly from the ROA. All cases with “AdH” indicator in the dashboard area inform the user of multiple address changes are on file for this case.

Screen function keys are as follows:

F12=Cancel	Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.
------------	--

Maintenance: 1. Collections / Payment Plan

Option C=Change Status

```

D6000DMC          Circuit Court Collect Maintenance      5/18/15  16:39:16
                                     Mode: ALL
Position to name . . . _____ or Case . . . _____
Type MAINTENANCE options, press Enter.
  2=Payment Plan  3=Case Notes  6=Notification Letter  7=R0A  C=Change Status
  D=Decd  G=Demogr Info  P=Prt R0A  R=Reset Lvl  S=Stop/Start  X=Excuse More...
  ( [X] = Collection Agency)          ( [X] = Supressed)

Opt Name                                DO          Change Status      S
C  ADAMS,MARK,ANTHONY                  4/18        ADAMS,MARK,ANTHONY
  999 Pris                               06-018370-FC
-  ADAMS,MARQUES,TERRELL                5/25        Type choice, press Enter.
  SSN 354 Pris WgA TxF Rst 1 MONTHL    1=Select
-  ADAMS,MARQUES,TERRELL                5/25
  354 Pris 1 MONTHL
-  ADAMS,MICHAEL,ANTHONY
  999 Pris
-  ADAMS,MILANDO,                      1/30
  999 BCmp
-  ADAMS,MILLANDO,                      1/30
  999 Jail

F3=Exit  F5=All  F6=No Pay Plan  F7=P
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
Worklist positioned to ADAMS,MA.
  
```

ADAMS,MARK,ANTHONY
06-018370-FC
Type choice, press Enter.
1=Select
Opt Incarceration Type
1 Prison
- Jail
- Boot Camp
Release Date . . 12/31/10 (MDY)
F3=Exit F12=Cancel

The Change Status window will allow the user to change the incarceration status of a defendant on a case by case basis. It will also allow for the entry of an expected release date. The user will be able to run a report to indicate which defendants will be released and therefore need their incarceration status updated.

Screen function keys are as follows:

F3=Exit	Exits Change Status and returns the user to the COLLECT Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option D=Deceased

```

D6000DMC          Circuit Court Collect Maintenance          5/18/15 16:39:16
Mode: ALL

Position to name . . . _____ or Case . . . _____
Type MAINTENANCE options, press Enter.
  2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA  C=Change Status
  D=Decd  G=Demogr Info  P=Prt ROA  R=Reset Lvl  S=Stop/Start  X=Excuse More...
  ( ☒ = Collection Agency)      ( ☒ = Supressed)

Opt Name          DO          Deceased Date          S
D  DIXON,JAMAAL,LEVAIL      7/02      DIXON,JAMAAL,LEVAIL
  999 2                               06-017946-FH
-  DIXON,JASON,              6/27
  999 Jail Rst
-  DIXON,JASON,LOOMIS        6/22
  999 Jail Rst
-  DIXON,KELLY,DEMORLO       2/23
  999 AdH Jail 2
-  DIXON,KELLY,DEMORLO       2/23
  999 AdH 2
-  DIXON,RORY,L              3/20
  999 Jail

Type information, press Enter.

Date of Death . . . 
Source . . MICH LOOKUP

F3=Exit  F12=Cancel

More...

F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F9=Wage Cancellation
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
Worklist positioned to DIXON,JAM.
  
```

The Deceased Date window will allow the user to enter the Date of Death for a defendant. The source field can be used to record where the information was obtained. An entry in the ROA will be generated indicating the defendant is deceased along with the date of death. The user will be able to run a report to list the deceased defendants within a specific date range for further processing.

Screen function keys are as follows:

F3=Exit	Exits Deceased Date and returns the user to the COLLECT Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option E=Event / Payment Inquiry

```

D6000DMC          C          Event / Payment Inquiry
View info, press Enter. Case ID: 06-018926-FH
Current  WADE,JARRETT,ADAM          #: 2 NPR
Address: 555 OAK STREET
          FLINT                      MI  48504

COLLECT Event / Payment History
Payment of 2,739.00 on 10/16/06 Case: 06-018926-FH
-----
02/16/07 Mailer Sent
      Stmt#: 1 Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
              06-018926-FH          749.00
              No payments made 02/16/07 thru 02/22/07
-----
02/23/07 Mailer Sent
      Stmt#: 1 Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
              06-018926-FH          749.00
More...

F10=Print  F12=Cancel
  
```

Position to name . . .
Type INQUIRY options, p
A=Address History E=

Opt Name (X = Collect
_ WADE #222301,COREY,
325 Nts Pris
_ WADE,COREY,
999 Pris
_ WADE,JAMES,MAURICE
6 TxR
E WADE,JARRETT,ADAM
999 AdH Emp Rst
_ WADE,JOHN,JR
999 Jail
_ WADE,LARRY,RAY
999 Rst

F3=Exit F5=All F6=N
F10=Address Sync F11=

The previously "invisible" COLLECT progressive statement number has now surfaced and is displayed on the screen. It will also show whether it was found in the Pay Plan (PP) or Non Pay Plan (NPP) file.

The COLLECT Event / Payment Inquiry screen is designed to allow the user to easily view all events in chronological order starting with Offense Date thru current date. All of the information displayed on this screen is harvested directly from the ROA, with a payment lookup between each event. The screen is color coded to relate back to it's event color, with the exception of red (usually bad like a non-payment) or green (usually good like a payment).

Screen function keys are as follows:

- | | |
|------------|--|
| F10=Print | This will print the contents of the screen from start to finish. The format is exactly like what is displayed on the screen. |
| F12=Cancel | Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen. |

Maintenance: 1. Collections / Payment Plan Option E=Event / Payment Inquiry F10=Print - Example

```

Page      1          0725 - 7TH CIRCUIT COURT          6/09/14   14:46:31
                COLLECT Event Listing

Case ID . . : 06-018926-FH      Name . . : WADE, JARRETT, ADAM
                                Address. : 555 OAK STREET
                                           FLINT                MI  48504

                                Charge . : BREAK & ENTER W/INTENT

COLLECT Event / Payment History
Payment of 2,739.00 on 10/16/06 Case: 06-018926-FH
-----
02/16/07 Mailer Sent
  Stmt#: 1 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 02/16/07 thru 02/22/07
-----
02/23/07 Mailer Sent
  Stmt#: 1 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 02/23/07 thru 03/01/07
-----
03/02/07 Mailer Sent
  Stmt#: 1 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 03/02/07 thru 10/10/07
-----
10/11/07 Letter Sent - 105 - $749.00
  Stmt#: 105 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 10/11/07 thru 10/10/07
-----
10/11/07 Letter Sent - 105 - $749.00
  Stmt#: 105 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 10/11/07 thru 10/10/07
-----
10/11/07 Letter Sent - 105 - $749.00
  Stmt#: 105 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 10/11/07 thru 09/16/10
-----
09/17/10 Letter Sent - Overdue Payment
  Stmt#: 2 Total on Statement: $749.00
  Included Case ID(s) & Balance Due:
    06-018926-FH          749.00
    No payments made 09/17/10 thru 03/28/12
-----
03/29/12 Address Stop Added
  No payments made 03/29/12 thru 03/28/12
-----
03/29/12 Address Stop Removed
  No payments made 03/29/12 thru Today

** End of Report **
  
```

Maintenance: 1. Collections / Payment Plan

Option G=Demographic Info

```

D6000DMC                Defendant Demographic Information        6/09/14  14:28:07
Type information, press Enter.
Name . . . . . : WADE,JARRETT,ADAM
Date of Birth. . : 03/30/89

Defendant Additional Phone Information:
Type...  Phone...  Provider...
(2)

Defendant Additional Contact Information:
Name...  Ph...  Relation...
(2)
(3)

Review Date Reason...
Source of Income.....

Company Resident Agent Information:
Name.....
Address.....
(2)
City/St/Zip..  -  Status..
Phone...
Projected Jail/Prison Out Date...  Inst...
Comments...
(2)
F3=Exit  F12=Cancel  F16=Delete
  
```

The Demographic Information screen is a place for the user to store miscellaneous information without it getting lost in the Notes screen. This information is stored and retrieved by Name/DOB and will remain on the system until manually deleted. The user can use these fields however they see fit. As of now, the information does not go anywhere or is it used for any other feature. The indicator **Inf** will be displayed in the dashboard when this information is entered.

Screen function keys are as follows:

F3=Exit	Exits the Demographic Information screen and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
F16=Delete	This key will permanently delete the Demographic Information record from the system. The user will then be returned to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option H=Pay Plan History

D6000DMC
Payment Plan History Payment Inquiry

View information, press Enter. Name: ANDERSON, KRISTI, VON E
DOB: 9/23/69

Date of Agreement . . . : 2/01/06 Grace:5 Total P-P Amt: 6,655.00
Date of Termination . . . : 8/10/09 Manual Delete P-P Balance Due: 5,350.00
Payment Verification . . : PARTIAL Amount DayRANGE Payment Plan

Pay#	Day	Date Due	Amount Due	Date Paid	Amount Paid	Balance	Status
1	Fri	3/03/06	200.00	2/10/06	955.00	5,700.00	OVER payment
2	Sun	4/02/06	200.00			5,700.00	MISSED payment
3	Tue	5/02/06	200.00			5,700.00	MISSED payment
4	Thu	6/01/06	200.00	5/31/06	125.00	5,575.00	PARTIAL payment
5	Sat	7/01/06	200.00			5,575.00	MISSED payment
6	Mon	7/31/06	200.00	7/31/06	200.00	5,375.00	RECEIVED payment
7	Wed	8/30/06	200.00			5,375.00	MISSED payment
8	Fri	9/29/06	200.00			5,375.00	MISSED payment
9	Sun	10/29/06	200.00	10/31/06	25.00	5,350.00	PARTIAL payment
10	Tue	11/28/06	200.00			5,350.00	MISSED payment
11	Thu	12/28/06	200.00			5,350.00	MISSED payment
12	Sat	1/27/07	200.00			5,350.00	MISSED payment

More...

F3=Exit F5=Case IDs F8=Add'l Info F10=Print F12=Cancel (* Date adj)

This field will indicate the Payment plan was either Manually Deleted or Satisfied.

The Payment Plan History Payment Inquiry screen has the same look and feel as the active Payment Plan Payment Inquiry screen. This history inquiry is designed to take a “snap shot” of the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.
F5=Case IDs	Display a separate window to show all cases that were part of this payment plan.
F8=Add'l Info	Display a separate screen showing all parameters of the original payment plan.
F10=Print	Prints the Pay Plan History report for the selected defendant. The report is the same format as the screen.
F12=Cancel	Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan Option H=Pay Plan History F10=Print – Example Report

Page	1	0725 - 7TH CIRCUIT COURT	6/15/11	13:59:13			
Payment Plan Payment History Report							
Name	ANDERSON, KRISTI,VOLETTE			DOB: 9/23/69			
Date of Agreement . .	2/01/06			Total Pay Plan Amt: 6,655.00			
Date of Termination .	8/10/09 Manual Delete			Pay Plan Bal Due. : 5,350.00			
Payment Verification. :	PARTIAL Amount			DayRANGE Payment Plan			
Pay#	Day	Date	Amount	Date	Amount	Balance	Status
	Due	Due	Due	Paid	Paid		
1	Fri	3/03/06	200.00	2/10/06	955.00	5,700.00	OVER payment
2	Sun	4/02/06	200.00			5,700.00	MISSED payment
3	Tue	5/02/06	200.00			5,700.00	MISSED payment
4	Thu	6/01/06	200.00	5/31/06	125.00	5,575.00	PARTIAL payment
5	Sat	7/01/06	200.00			5,575.00	MISSED payment
6	Mon	7/31/06	200.00	7/31/06	200.00	5,375.00	RECEIVED payment
7	Wed	8/30/06	200.00			5,375.00	MISSED payment
8	Fri	9/29/06	200.00			5,375.00	MISSED payment
9	Sun	10/29/06	200.00	10/31/06	25.00	5,350.00	PARTIAL payment
10	Tue	11/28/06	200.00			5,350.00	MISSED payment
11	Thu	12/28/06	200.00			5,350.00	MISSED payment
12	Sat	1/27/07	200.00			5,350.00	MISSED payment
13	Mon	2/26/07	200.00			5,350.00	MISSED payment
14	Wed	3/28/07	200.00			5,350.00	MISSED payment
15	Fri	4/27/07	200.00			5,350.00	MISSED payment
16	Sun	5/27/07	200.00			5,350.00	MISSED payment
17	Tue	6/26/07	200.00			5,350.00	MISSED payment
18	Thu	7/26/07	200.00			5,350.00	MISSED payment
19	Sat	8/25/07	200.00			5,350.00	MISSED payment
20	Mon	9/24/07	200.00			5,350.00	MISSED payment
21	Wed	10/24/07	200.00			5,350.00	MISSED payment
22	Fri	11/23/07	200.00			5,350.00	MISSED payment
23	Sun	12/23/07	200.00			5,350.00	MISSED payment
24	Tue	1/22/08	200.00			5,350.00	MISSED payment
25	Thu	2/21/08	200.00			5,350.00	MISSED payment
26	Sat	3/22/08	200.00			5,350.00	MISSED payment
27	Mon	4/21/08	200.00			5,350.00	MISSED payment
28	Wed	5/21/08	200.00			5,350.00	MISSED payment
29	Fri	6/20/08	200.00			5,350.00	MISSED payment
30	Sun	7/20/08	200.00			5,350.00	MISSED payment
31	Tue	8/19/08	200.00			5,350.00	MISSED payment
32	Thu	9/18/08	200.00			5,350.00	MISSED payment
33	Sat	10/18/08	200.00			5,350.00	MISSED payment
34	Mon	11/17/08	55.00			5,350.00	MISSED payment
Case ID's on Payment Plan:							
	Case ID		Amt Due	Status			
	02-009292-FH		5,350.00	C			
(* Date Adjusted) ** End of Report **							

Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry

The grace period for the payment plan will only be displayed on this screen. It will not appear on the printed listing.

D6000DMC Payment Plan Payment Inquiry

View information, press Enter. Name: BARNES, KEVIN,
DOB: 10/30/80

Date of Agreement . . . : 8/10/06 Grace:5 Total P-P Amt: 390.00
Payment Verification . . : PARTIAL Amount P-P Balance Due: 230.00

DayRANGE Payment Plan

Pay#	Day	Date Due	Amount Due	Date Paid	Amount Paid	Balance	Status	Payment on Case
1	Sat	9/09/06	50.00	8/10/06+	80.00	310.00	OVER	- 03-011603
2	Mon	10/09/06	50.00	10/12/06	50.00	260.00	RECVD	- 03-011603
3	Wed	11/08/06	50.00	11/02/06	30.00	230.00	PARTL	- 03-011603
4	Fri	12/08/06	50.00	12/07/06	50.00	180.00	RECVD	- 03-011603
5	Sun	1/07/07	50.00			180.00	MISSED	payment
6	Tue	2/06/07	50.00			180.00	MISSED	payment
7	Thu	3/08/07	50.00			180.00	MISSED	payment
8	Sat	4/07/07	40.00			180.00	MISSED	payment

The + sign indicates there were multiple payment dates detected. The latest payment date is displayed.

F3=Exit F5=Case ID's F10=Print F12=Cancel Bottom (* Date adjusted)

The Payment Plan Payment Inquiry screen will enable the user to quickly see the payment history of the individual selected. This screen displays the type of payment plan the individual is on, how much was owed at the start of the plan, how much is still outstanding, and a breakdown of all payments received to date and what case the payment was applied.

If your court uses the Grace Period feature, it will be possible for payment dates to be greater than the due date, if the payment falls within the grace period. Any payments received in the grace period window will be applied to the prior payment period.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
F5=Case Id's	Displays the cases that are currently on the payment plan.
F10=Print	Prints the screen information to a report.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option I=Payment Inquiry

F5 = Display Case Id's

D0800DMC		Payment Plan P		Pay Plan Case ID's	
View information, press Enter.		Name:		View information, press Enter.	
DOB:		DOB:		Case ID	Amount Due Stat
Date of Agreement . . . : 5/31/07 Gr		Date of Agreement . . . : 5/31/07 Gr		03-011690	65.00 C
Payment Verification . . : FULL Amount		Payment Verification . . : FULL Amount		05-015752	1,482.00 C
Pay#	Day	Date Due	Amount Due	Date Paid	
1	Thu	5/31/07	100.00		
2*	Mon	7/02/07	50.00		
3	Tue	7/31/07	50.00		
4	Fri	8/31/07	50.00		
5*	Mon	10/01/07	50.00		
6	Wed	10/31/07	50.00		
7	Fri	11/30/07	50.00		
8	Mon	12/31/07	50.00		
9	Thu	1/31/08	50.00		
10	Fri	2/29/08	50.00		
11	Mon	3/31/08	50.00		
12	Wed	4/30/08	50.00		
F3=Exit F5=Case ID's F10=Print F1				Bottom	
F3=Exit F5=Case ID's F10=Print F1				F3=Exit F12=Cancel	

The Pay Plan Case Id's screen displays all of the cases currently on the selected payment plan.

Screen function keys are as follows:

F3=Exit	Exits Pay Plan Case Id's and returns the user to the COLLECT Main Menu.
F12=Cancel	Returns the user to the Payment Plan Payment Inquiry screen.

Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry F10 = Print (Example Report)

Page	1	0800 - KALAMAZOO	4/26/07	11:31:57			
Payment Plan Payment Report							
Name	FALLS/SHAWN/RYAN						
DOB	7/24/83		Total Pay Plan Amount:	408.00			
Date of Agreement	3/20/07		Pay Plan Balance Due:	.00			
Payment Verification.	FULL Amount		WEEKLY Payment Plan				
Pay#	Day	Date	Amount	Date	Amount	Balance	Status
	Due	Due	Due	Paid	Paid		
1	Mon	3/26/07	50.00	3/25/07	14.00	394.00	PARTIAL payment
2	Mon	4/02/07	50.00			394.00	MISSED payment
3	Mon	4/09/07	50.00	4/06/07	80.00	314.00	OVER payment
4	Mon	4/16/07	50.00			314.00	MISSED payment
5	Mon	4/23/07	50.00	4/20/07	50.00	264.00	RECEIVED payment
6	Mon	4/30/07	50.00	4/26/07	264.00	.00	Paid in FULL
7	Mon	5/07/07	50.00			.00	Paid in FULL
8	Mon	5/14/07	50.00			.00	Paid in FULL
9	Mon	5/21/07	8.00			.00	Paid in FULL
Case ID's on Payment Plan:							
		Case ID		Amt Due		Status	
		04C17638B				DISP	
		04117170T				DISP	
(* Date Adjusted) ** End of Report **							

Maintenance: 1. Collections / Payment Plan

Option P=Print ROA

The print option will allow the user to quickly request a report of the ROA directly from the JIS system.

CLOSED	FOJ	CASE REGISTER OF ACTIONS	09/02/09	PAGE 1
02-009292-FH	JUDGE NEITHERCUT	FILE 01/22/02	ADJ DT 05/16/02	CLOSE 07/09/02
	GENESEE COUNTY		SCAO:SEC B	LINE 03

D 001	ANDERSON, KRISTI, VOLETTE	DOB: 09/23/69	SEX: F	RACE: B
	5404 MAPLEBROOK LANE	CTN: 250100369801	TCN:	
	FLINT, MI 48507	SID:		
		DLN: XXXXXXXXXXXX	ST: XX	
ATY:	CLARK, DAVID B.,	PROSECUTOR:	LEYTON, DAVID S.,	
	P-34995 810-235-5333	RETAINED	P-35086	
LOWER DISTRICT:	D68 CTY# 25	CASE# 01-2215FY	PRELIM: HELD	12/12/01
INCARCERATION DATE:		DISTRICT ARRAIGNMENT:		

R 001	MET LIFE INSURANCE AGENCY,,	OWE	\$8050.27	REC	\$2700.27	BAL	\$5350.00
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Bond History				
Num	Amount	Type	Posted Date	Status
1	\$5,000.00	Personal Recognizance		

Charges						
Num	Type	Charge (Pacc)	Asc/Trf	Charge Description	Offense Dt	Dsp Evt
01	ORG	750.72-A		ARSON DWELLING HOUSE	05/04/01	
	LES	750.771B1		ARSON PRE BRN \$200 -\$1000		NOC MSH
02	ORG	500.45111		INSURANCE-FRADULENT ACTS	05/21/01	
	LES	500.45111	A	INSURANCE-FRADULENT ACTS		NOC MSH

Assessments				
Account	Ordered	Adjusted	Paid	Balance
RESTITUTION	\$8,050.27	\$.00	\$2,700.27-	\$5,350.00
CRIME VICTIM FEE	\$60.00	\$.00	\$60.00-	\$.00
DNA-FLINT PD	\$60.00	\$.00	\$60.00-	\$.00
TOTAL:	\$8,170.27	\$.00	\$2,820.27-	\$5,350.00
PAYMENT DUE: 10/31/06		LATE FEE DATE: 12/27/06		

Actions, Judgments, Case Notes					
Num	Date	Judge	Chg/Pty	Event Description/Comments	
1	01/22/02	NEITHERCUT		RETURN TO CIRCUIT COURT	CLK SLJ
				SET NEXT DATE FOR: 01/28/02 1:30 PM	CLK
				ARRAIGNMENT	
				CT.1-ARSON-DWELLING HOUSE	CLK
				CT.2-INS.-FRAUDULENT ACTS	CLK
2	01/25/02			INFORMATION	CLK MML
3				CENTRAL INTAKE REPORT FILED	CLK MML
4	01/28/02			PROSECUTOR'S DEMAND FOR MANDA-	CLK MML
				TORY DISCLOSURE BY THE DEFENSE	CLK
				AND STATEMENT OF SERVICE	CLK
5			00099	ARRAIGNMENT	CRT MML
				PLED NOT GUILTY	CRT
				I/R DEFT PLED NOT GUILTY TO	CRT
				THE CHARGES. COURT SET PRE-	CRT

Maintenance: 1. Collections / Payment Plan

Option R=Reset Statement Number

D6000DMC Circuit Court Collect Maintenance 5/18/15 16:39:16

Position to name . . . _____ or Case . . . _____

Type MAINTENANCE options, press Enter.

2=Payment Plan 3=Case Notes 6=Notification Letter 7=ROA C=Change Status
 D=Decd G=Demogr Info P=Prt ROA R=Reset Lvl S=Stop/Start X=Excuse More...

(☒ = Collection Agency)

Opt Name

R	DIXON, JAMAAL, LEVAIL	7	Type choice, press Enter.
	999 2		DIXON, JAMAAL, LEVAIL
-	DIXON, JASON,	6	Non-Pay Plan Level: 2
	999 Jail Rst		Reset to Progressive Level . . . 0
-	DIXON, JASON, LOOMIS	6	F3=Exit F12=Cancel
	999 Jail Rst		
-	DIXON, KELLY, DEMORLO	2	
	999 AdH Jail 2		
-	DIXON, KELLY, DEMORLO		2/23/82 04-013511-FH 665.00 C
	999 AdH 2		
-	DIXON, RORY, L		3/20/70 98
	999 Jail		

F3=Exit F5=All F6=No Pay Plan F7=Pay Plan F9=Wage
 F10=Address Sync F11=PP History F12=Cancel F20=Leg

This field in Pink Highlight shows the COLLECT Progressive Statement Number.

The COLLECT System keeps track of the last statement number sent to the defendant. When a partial payment is applied to the case, the number will automatically reset back to zero. The R=Reset Statement Number will allow the user manually reset the statement number to a lower value. This may be helpful to resend overdue notices if the defendant has any new cases that were never noticed before. The progressive statement number works with this logic:

- When running statement number 1, it will pick from the pool of defendants at level 0 (zero). Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.
- When running statement number 2, it will pick from the pool of defendants at level 1. Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.

And so on and so forth. Once the defendant reaches the maximum statement level that the court policy sets, they will never receive another statement unless a partial payment was received. That will reset the statement number back to zero, and start the cycle all over again. Now the court has the option to manually reset the statement number and re-try the collection effort on any defendant they choose. The ROA will be updated accordingly.

Screen function keys are as follows:

F3=Exit	Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option S=Stop Code/Start

D6000DMC Circuit Court Collect Maintenance

Position to name . . . _____ or Case

Type options, press Enter.

2=Payment Plan 3=Case Notes 6=Notification Letter 7=ROA

A=Addr Hst C=Chg Stat D=Decd H=PP Stop Code Se

Opt	Name ([X] = Collect Agency)		Type selection, press Enter
—	EDGEWORTH, DESHAWN, CASANOVA	10/	Stop Code Selection .
—	999 Pris Rst		
—	EDGEWORTH, JAMES, EDWARD	5/	
—	999 Jail		
S	EDMOND, DERRICK, DESHUN	4/	
—	999 Pris		
—	EDMOND, DERRICK, DESHUN	4/	
—	999 Jail		
—	EDMOND, JOHNNY, REMONE	9/	
—	999 AdH Jail		
—	EDMOND, TINA, RENE	2/	
—	999 Pris		

Code Desc/ROA Text

A Address Stop-Bad Addr on File

S Stop Send Overdue Pymt Notice

T test stop added

W CASE IN WARRANT-STOP COLLECT

F12=Cancel

Bottom

F3=Exit F5=All F6=No Pay Plan F7=Pay Plan F9=Wage Cancellation

F10=Address Sync F11=PP History F12=Cancel F20=Legend F23=More Options

All stop codes (except "A" and "S") can be user defined in the Customization area of the system. ROA text for Adding and Removing the stop code can also be user defined.

The main collection screen will also allow the user to stop or start an individual case from receiving a statement. To add a stop code to a case the user needs to put an 'S' in the option column and press Enter. A window will appear if the system has user defined stop codes. If no stop codes other than system supplied stop codes of "A"=Address Stop and "S"=COLLECT Stop, a standard stop code of "S" will be selected. If additional user defined stop codes have been defined on your system, the Stop Code Selection window will be displayed to allow the user to place a specific stop code on the case. This is a way for the users to place specific stop codes on cases and report on those specific cases to better track their progress. The ROA will be updated with the specific text associated with the stop code. The stop code selected will be displayed on the main collect screen.

To remove the stop code the user needs to again put an 'S' in the option column and press Enter, the Stop Code indicator character in the far right hand column of the screen will disappear indicating that the case does not have a stop code. The user defined stop code ROA text will be written to the ROA.

NOTE: The stop code is applied at the case level, so if a defendant has multiple cases that need to be stopped, an 'S' must be placed on all cases.

If an 'A' appears in the stop code column, this will indicate an address stop is applied to the defendant by the Statement Returned Mail Tracking process and can only be removed through Case Address Synchronization when a new address is applied. Any other letter or number appearing in the stop code column will indicate that user defined stop code placed on the case.

Maintenance: 1. Collections / Payment Plan

Option S=Stop Code/Start

Screen function keys are as follows:

F12=Cancel	Exits the Stop Code Selection screen and returns the user to the Collections Maintenance screen.
------------	--

Maintenance: 1. Collections / Payment Plan

Option X=Excuse Payment

```

D6000DMC                               Payment Plan Excuse Payment          6/09/14  14:54:25

Name: ADAMS,MARQUES,TERRELL              DOB: 5/25/83
Date of Agreement . . . : 2/07/14  Grace:1      Total P-P Amt: 1,857.59
Payment Verification . . : FULL Amount          P-P Balance Due: 1,857.59
Type options, press Enter.                  MONTHLY Payment Plan
1=Excuse WITH EXTENSION    5=Excuse NO EXTENSION

Opt Pay#   Day   Date   Amount   Date   Amount   Balance Status
           Due   Due    Due     Paid    Paid
           1  Fri  2/07/14  1,000.00
           2  Fri  2/28/14   50.00
           3  Mon  3/31/14   50.00
           4  Wed  5/28/14   50.00
           5* Fri  5/30/14   50.00      1,857.59 MISSED payment
           6  Mon  6/30/14   50.00
           7  Thu  7/31/14   50.00
           8* Fri  8/29/14   50.00
           9  Tue  9/30/14
          10  Fri 10/31/14   50.00
          11* Fri 11/28/14   50.00
                                     ** EXCUSED **

                                     More...
F3=Exit   F5=Case IDs   F12=Cancel      (* Date adjusted)
Payment for 9/30/14 has been EXCUSED.
  
```

The Excuse Payment screen will enable the user to select a Payment date and excuse it with the option of either extending the payment plan, or not extending and adding the excused payment into the last amount due. This feature is to be used sparingly to allow defendants with a valid excuse to miss a payment. Only future due dates (from the current date) can be excused. The status field will indicate which payments have been excused as well as the dollar amount will be set to zero. The Pay Plan Payment Inquiry will also reflect the excused payment. The ROA will be updated with the excused date and whether the Pay Plan was extended or not.

To Excuse a specific payment, type a 1=Excuse WITH EXTENSION or 5=Excuse NO EXTENSION next to the payment and press enter. To undo the excused payment, simply retype the option on the excused payment and press enter.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
F5=Case IDs	Displays the cases that are currently on the payment plan.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

F9=Wage Cancellation

D6000DMC		Circuit Wage Cancellation Maintenance		9/02/09	10:31:01
Type options, press Enter. 6=Print Wage Cancellation			All cases are Closed, with No Amount Due		
Opt	Name	Date of Birth	Case ID	Asmt Sent Date	
█	AARON, ROBERT,	11/14/68	00-006342-FH	7/31/07	
—	RUCKER, RUBBIE,	6/18/71	01-008185-FH	7/27/06	
—	MCCONNELL, KYLE, THOMAS	2/05/84	02-009712-FH	2/09/06	
—	CRAWLEY, KIMBERLEY,	2/28/59	02-009877-FH	2/10/06	
—	PEARCE, CHARLES, ANTHONY	7/28/80	03-011804-FH	2/14/06	
—	BROWN, JOSHUA, MICHAEL	7/14/80	04-013590-FH	3/15/06	
—	BARR, RONALD, LEE	5/14/59	05-016455-FH	6/13/06	
—	TALTON, DEANDRE, TARAY	6/25/75	05-016818-FH	7/27/06	
—	CAWOOD, DUSTIN, DALE	4/26/86	06-018307-FH	8/10/06	
F3=Exit F7=Print All F9=Cancel All (No Print) F12=Cancel					Bottom

This screen displays any closed case with a zero balance and at least one outstanding Wage Assignment. It allows the user to select the case or cases to print wage terminations to send to the appropriate employers. When option six is used the same screen flow will be followed as described above under Option 9. If F7=Print All is pressed, a wage termination will print for all the individuals in the list. There will be no further user interaction required.

Screen input edits are as follows:

- 6=Print Wage Cancellation is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Wage Cancellation Print and returns the user to the Collections Maintenance screen.
F7=Print All	Prints a Wage Cancellation for all cases displayed in the list.
F9=Cancel All	Cancels the Wage Assignments for all cases displayed in the list, and will not print the Wage Cancellation form.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 2. Case Address Synchronization

```

D6000DMC      Circuit Court Case Address Synchronization      9/01/10  14:09:18
                                                         Mode: ALL

Position to name . . . _____

Type options, press Enter.      Group:
  1=Select for Group   5=Case Inquiry   7=Display ROA

Opt  Name                                Case ID      Party      Date of Birth      Amount Due
  █  » ASBELL, KENNETH, ARTEGO            98-204176-DP D 001                                .00
   _ ASBERRY, ANTOINO, LEMONT,            95-053313-FH D 001      2/21/1973          40.00
   _ ASBERRY, BRENDA, K                    95-181245-D0 D 001                                .00
   _ ASBERRY, DAVID,                       92-015821-NI D 001                                .00
   _ ASBERRY, GREGORY,                     97-058996-DP D 001                                .00
   _ » ASBERRY, GREGORY,                     98-205999-DP D 001                                .00
   _ ASBERRY, ZONTE, LESHON                 02-243219-DP D 001                                .00
   _ ASBERRY, ZONTE, LESHONE                03-012662-FH D 001      2/05/1979          725.00
   _ » ASBERRY, ZONTE, LESHONE              98-209146-DP D 001                                .00
   _ ASBESTOR CLAIMS MANAGE. CORP.,,        99-064622-NP D 007                                .00
   _ ASBESTOR CLAIMS MANAGEMENT,,          00-069137-NP D 011                                .00
   _ ASBESTOS CLAIMS MANAG INC,,           94-027954-NP D 007                                .00
   _ ASBESTOS CLAIMS MANAGE. CORP.,,        96-050416-NP D 030                                .00
                                                         More...

F3=Exit  F5=Restart  F6=All  F7=Diff  F8=Felony  F10=Diff Rpt  F12=Cancel
  
```

The Case Address Synchronization Selection will allow the user to change the address on a select group of cases based on the selection criteria. The '»' in the column between the Opt and Name columns indicates the address for the noted individual is different from the first encounter, based on name/date of birth combination. Keep in mind that the difference can be as small as punctuations and/or abbreviations in the address. Once all addresses are identical, the '»' will not be displayed.

The cases in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered. The user can page up/down from any point through the cases no matter where the work-list was positioned.

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the Collections System Main Menu.
F5=Restart	Resets the screen to its initial state.
F6=All	Change the program mode to display all cases.

Maintenance: 2. Case Address Synchronization

F7=Differences	Change the program mode to display only cases where a difference is detected. The Differences key will show the address differences for the current mode of the program.
F8=Felony	Change the program mode to display only felony cases.
F10=Diff Report	This key will submit the Address Differences Report. I will list all cases grouped by name/DOB where an address difference is detected.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 2. Case Address Synchronization

Option 1=Select for Group<ENTER>

```

D6000DMC      Circuit Court Case Address Synchronization      9/01/10  14:43:08
                                                         Mode: FELONY-DIFF

Position to name . . . _____

Type options, press Enter.      Group: NORFLEET, MATTHEW, JOHN
1=Select for Group   5=Case Inquiry   7=Display ROA
  
```

Opt	Name	Case ID	Party	Date of Birth	Amount Due
»	NORFLEET, MATTHEW, JOHN	95-053083-FH	D 001	11/25/1976	40.00
»	NORFLEET, MATTHEW, JOHN	99-005125-FH	D 001	11/25/1976	2,661.32
█	NORFUL, VINCENT, LARON	00-006700-FC	D 001	6/06/1976	.00
»	NORFUL, VINCENT, LARON	98-002060-FH	D 001	6/06/1976	1,000.00
—	NORMAN, TOM, JR	00-006635-FC	D 001	7/04/1968	.00
»	NORMAN, TOM, JR	00-006749-FC	D 001	7/04/1968	.00
—	NORMAN, TOM, JR	00-006773-FH	D 001	7/04/1968	.00
—	NORRIS, JAMES, AUGUST, II	00-006534-FH	D 001	5/04/1982	.00
»	NORRIS, JAMES, AUGUST, II	05-017409-FH	D 001	5/04/1982	.00
—	NORTH, CARY,	02-009613-FH	D 001	10/28/1959	60.00
»	NORTH, CARY,	99-005039-FH	D 001	10/28/1959	3,191.75
—	NORWOOD, ALEXANDRA, LEE	03-011321-FH	D 001	2/14/1984	60.00
»	NORWOOD, ALEXANDRA, LEE	03-011673-FH	D 001	2/14/1984	220.00

More...

```

F3=Exit   F5=Restart   F6=All   F7=Diff   F8=Felony   F10=Diff Rpt   F12=Cancel
Selected case(s) added to group.
  
```

The Case Address Synchronization Selection will allow the user to change the address on a select group of cases based on the selection criteria. The '»' in the column between the Opt and Name columns indicates the address for the noted individual is different from the first encounter, based on name/date of birth combination. Keep in mind that the difference can be as small as punctuations and/or abbreviations in the address. Once all addresses are identical, the '»' will not be displayed.

The cases in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered. The user can page up/down from any point through the cases no matter where the work-list was positioned.

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Maintenance: 2. Case Address Synchronization

Option 1=Select for Group

<ENTER>

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the Collections System Main Menu.
F5=Restart	Resets the screen to its initial state. Will remove all cases from the selection group and allow the user to start over with selection.
F6=All	Change the program mode to display all cases.
F7=Differences	Change the program mode to display only cases where a difference is detected.
F10=Diff Report	This key will submit the Address Differences Report. I will list all cases grouped by name/DOB where an address difference is detected.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 2. Case Address Synchronization

Option 1=Select for Group

<ENTER>

```

D6000DMC      Circuit Court Case Address Synchronization      9/03/2009  11:51:46

Type options, press Enter.
  1=Select for Synchronize      4=Remove from Group      5=Case Inquiry
                                Amount
Opt  Name      Case      Party      Due      DOB      Address
█  NORFLEET, MATTHEW, JOHN      11/25/1976  2116 SLOAN ST
   95-053083-FH D 001      40.00
   Filed: 10/30/1995 DLN: N614589429902  FLINT, MI 48504
-  NORFLEET, MATTHEW, JOHN      11/25/1976  4906 DRUMMOND SQ
   99-005125-FH D 001      2,661.32
   Filed: 11/04/1999 DLN: N614589429902  FLINT, MI 48506

F3=Exit  F12=Cancel

Bottom
  
```

The case address synchronization screen will allow the user to select the case with the most accurate address in the selection group, remove a case from the group, or display pertinent case information. In many instances, the offense date can be used to determine the most current address. If none of the addresses are current and/or correct, the user can select any entry listed and simply change all of the information in the Address Info window screen. If the program detects a different driver's license number on any of the entries on the screen, it will highlight the different driver's license number in pink to indicate a possible error.

Screen input edits are as follows:

- The only valid options are 1=Select for Synchronize, 4=Remove from Group, and 5=Case Inquiry, any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization and returns the user to the Collections System Main Menu.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen.

Maintenance: 2. Case Address Synchronization

Option 1=Select for Group

Option 1=Select for Synchronization

```

D6000DMC      Circuit Court Case Address Synchronization      9/03/2009  11:51:46

Type options, press Enter.
  1=Select for Synchronize      4=Remove from Group      5=Case Inquiry
                                Amount
Opt  Name      Case      Party      Due      DOB      Address
  _  NORFLEET, MATTHEW, JOHN      11/25/1976  2116 SLOAN ST
      95-053083-FH D 0
      Filed: 10/30/199
  1  NORFLEET, MATTHEW, JOH
      99-005125-FH D 0
      Filed: 11/04/199

Group Synchronization
Type choices, press Enter.

Address. . . 4906 DRUMMOND SQ
City . . . FLINT
State. . ? MI      Zip . . 48506
Source . .

F3=Exit  F4=Prompt  F12=Cancel
  
```

Bottom

F3=Exit F12=Cancel

The Group Synchronize screen will allow the user to edit the address information in the window. When the user presses enter, if all edits are passed (successful), every record in the underlying work-list will have its Address/Phone Number information updated. An entry will be added to the JIS register of actions indicating the previous address/phone and the 'Source' of the update. The user will be returned to Case Synchronization Selection screen to prep for the next group of cases to be updated.

Screen input edits are as follows:

- The Address, City, and Zip fields are optional. A blank address will not generate an edit error.
- The State field must have a valid state abbreviation entered. Any other value will generate an edit error. The '?' indicates the F4-Prompt function is available for the State field.

Screen function keys are as follows:

F3=Exit	Exits Group Synchronization and returns the user to the Collections System Main Menu.
F4=Prompt	Displays valid State abbreviations for the user to select .
F12=Cancel	Returns the user to the Case Address Synchronization screen.

Maintenance: 2. Case Address Synchronization

Option 5=Case Inquiry

D6000DMC	Case Inquiry	9/03/2009 11:56:09
View information, press Enter.		
Court/Case/Party . . . : 25 99-005125-FH D 001		
Name : NORFLEET, MATTHEW, JOHN		
Address : 4906 DRUMMOND SQ		
City/State/Zip . . . : FLINT MI 48506		
Drivers License . . . : N614589429902		
Case Filed Date . . . : 11/04/1999		
Last Action/Date . . . :		
Amount Due : 2,661.32		
Warrent :		
Case Status : C		
Birth Date : 11/25/1976		
Race/Sex : W / M		
F3=Exit F6=Add to Group F12=Cancel		

The Case Inquiry screen displays all pertinent case information to the user.

Screen function keys are as follows:

F3=Exit	Exits Case Inquiry and returns the user to the Collections System Main Menu.
F6=Add to Group	Adds the case displayed to the selection group on the Case Synchronization Selection screen.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen or the Case Address Synchronization screen.

Maintenance: 3. Name Synchronization

_D0800DMC	Name Synchronization	1/12/07 15:13:58
-----------	----------------------	------------------

To submit job to batch, press Enter.

There are no selection parameters associated with this job. Press Enter to submit the job to batch, otherwise press F3=Exit or F12=Cancel to return to the menu.

F3=Exit F12=Cancel

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names and date of birth match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run.

Screen function keys are as follows:

F3=Exit	Exits Name Synchronization and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Statement Print

```

D0800DMC                               Statement Print Selection          5/31/07 08:30:29

Type choices, press Enter.

Statement date . . . . . : 5/31/07

Run . . . . . =                (T=Trial Report, S=Statements)

Print statements for . . . . . _    (1=Payment plan cases)
                                      (2=All other open cases)

Statement number . . . . . _
Statement text . . . . . ?
Maximum number to print . . . . . 99999

Offense date range (from) . . . . . 0/00/00 (Optional - MM/DD
(thru) . . . . . 0/00/00

F3=Exit  F4=Prompt  F7=Override Selection Criteria  F12=Cancel
  
```

The Statement text parameter can be customized to allow the user to select specific text ID's (as shown) or use default text ID's based on Statement number.

The Statement Print Selection screen will allow the user to print a select group of statements or print a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in customization area. When this menu option is selected, the parameters that have been entered in customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

Screen input edits are as follows:

'Run'

This field is required and will only accept "T" = Trial or "S" = Statements. Any other value will generate an edit error.

The "T" option will produce a trial report. This report does not update any of the JIS files or the collection files and can be run at any time. It is highly recommended to run this report prior to generating statements, especially if you are new to the collection module. The trial report will show the user what cases the system is selecting as overdue. If the user is satisfied with the results, they can process with the actual statement run. The trial report will be submitted to batch and print when the entire batch has been processed. Report totals will show number of statements and total amount.

Statements: 4. Statement Print

The “S” option will produce the statements. Please insure you have entered all parameters correctly because this option will update JIS and collection files. Once statements have been generated, they MUST be printed because the COLLECT application will assume they were all mailed. All statement runs will be logged to the register of actions, the collections history, and the collections reprint function. The selected statement will be submitted to batch and print when the entire batch has been processed. A page number will also print on each statement.

‘Print Statements for’

This field is required and will only accept 1=Payment Plan Cases or 2=All other closed cases. Any other value will generate an edit error.

If you are utilizing the payment plan feature of the software, you will need to select a “1”. This will generate the selected run option (T or S) for payment plan cases only. This is required because the process will use the date and payment frequency information from the defined payment plan. Select option “2” if you are not using the payment plan feature or if you are using the payment plan feature and would also like to notify individuals that are not on a payment plan.

‘Statement number’

This field is required and will accept any whole number between, and including, 1 through 100. If the Statement text field is not displayed the statement number field will also edit to make sure that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error.

‘Statement text’

This field will only display if the system is set up (in the Customization section) to allow entry. This field (if displayed) is required and will accept any whole number between, and including, 1 through 999 and that a corresponding statement text number is defined in the [statement text maintenance](#) (menu option 1 from the Collect system database menu). Any other value will generate an edit error. The user can press F4 in this field to retrieve a list of available statement text ID’s. Depending on how your system is configured, different ranges of text ID’s are valid based on the form the statement will be printed on. The text ID ranges are as follows:

(1 - 100 Standard Statement Mailer or Postcard)
(101 - 800 Notification Letter)
(801 - 900 Warrant Letter)
(901 - 999 Warrant Statement Mailer or Postcard)

‘Maximum Number to Print’

This field is required and will accept any non-zero number. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Statements: 4. Statement Print

'Offense Date Range'

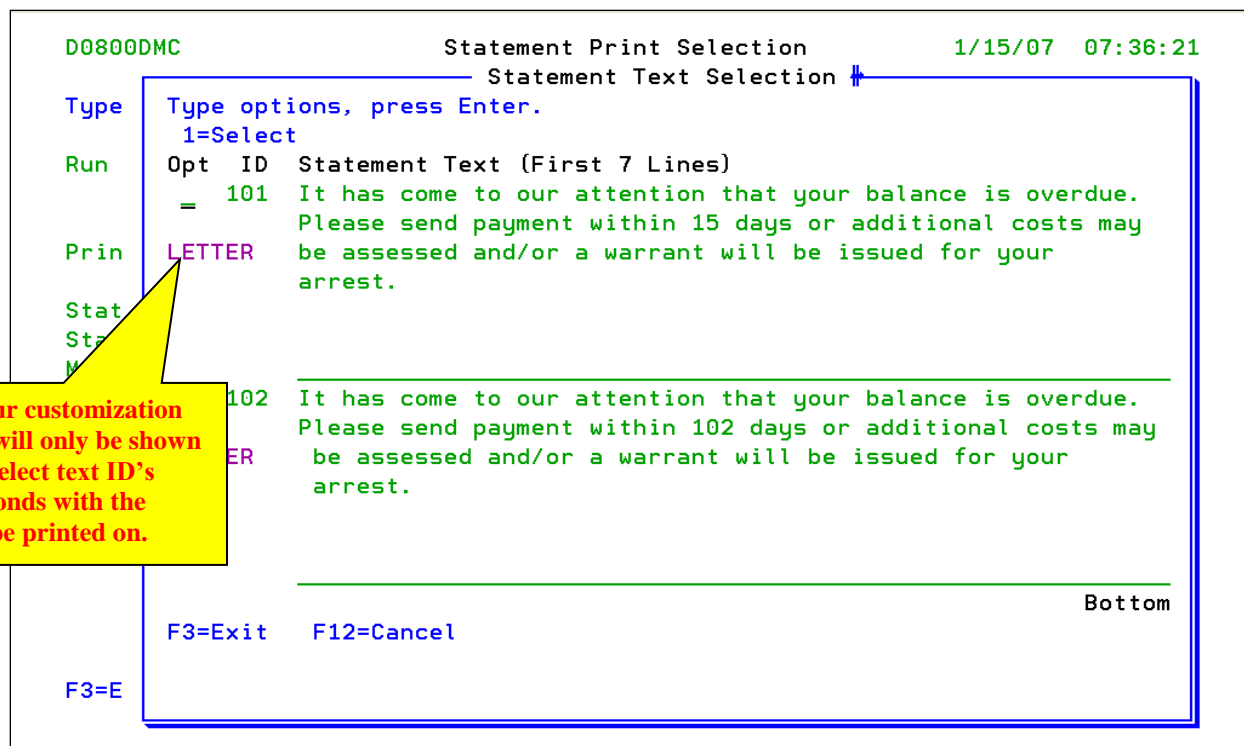
These fields are optional, but if entered they will only accept valid dates in MM/DD/YY format (the cursor will jump over the slashes "/") where from date is less than or equal to thru date. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Print Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a list of available statements (see below for further detail).
F7=Override Selection Criteria	This key will display a list of available statements (see below for further detail).
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print

F4=Prompt:



```

D0800DMC                                Statement Print Selection          1/15/07  07:36:21
                                     Statement Text Selection
Type  Type options, press Enter.
      1=Select
Run   Opt  ID  Statement Text (First 7 Lines)
      =    101  It has come to our attention that your balance is overdue.
Prin  LETTER Please send payment within 15 days or additional costs may
Stat  be assessed and/or a warrant will be issued for your
Stat  arrest.
M     102  It has come to our attention that your balance is overdue.
      ER    Please send payment within 102 days or additional costs may
          be assessed and/or a warrant will be issued for your
          arrest.
                                     Bottom
F3=E   F3=Exit  F12=Cancel
  
```

This screen will display all of the available standard statements currently defined on the system. The user can select the standard statement text they would like to print by entering a one in the option column and pressing Enter. The standard statement Id selected will then be returned to the Statement Print Selection screen for the user.

The standard statement ID's correspond to the standard statement text templates (1 – 100) created through option 1=[Statement Mailer / Notification Letter Text](#) on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Text Selection and returns the user to the Statement Print Selection screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print

F7=Override Selection Criteria – Person Level:

D0800DMC	COLLECT Statement Logic Tailoring	1/15/07 07:48:50
O V E R R I D E	Batch Level	O V E R R I D E
	Person Level	
Type choices, press Enter.	Case Level	
Minimum Balance Due	<u>25.00</u>	(Greater than or equal)
Defendants Eliminated Cases	<u>I</u>	(I = Include) (E = Exclude) (D = Exclude Defendant)
Exclude Blank Address	<u>Y</u>	('Y'es, 'N'o)
O V E R R I D E		O V E R R I D E
F3=Exit F12=Cancel		

The Collect Statement Logic Tailoring screen will appear in override mode when the user presses F7=Override Selection Criteria on the Statement Print Selection screen. This will allow the user to override the statement run parameters. It will display the statement customization parameters for the Person Level and the Case Level. Batch Level parameters are not allowed to be overridden. This feature will allow the user to change the selection logic for the current run, without permanently modifying the system customization parameters. It will NOT change the customization statement parameters in the customization area.

For more information about each parameter please refer to the [Customization](#) section found at the end of this manual.

Screen input edits are as follows:

- Please refer to option 2=[Standard Statement Logic Tailoring](#) found in the Customization section of this manual.

Screen function keys are as follows:

F3=Exit	Exits Collect Statement Logic Tailoring Override screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print

F7=Override Selection Criteria – Case Level:

D0800DMC	COLLECT Statement Logic Tailoring	5/31/07 08:32:36
O V E R R I D E	Batch Level	O V E R R I D E
	Person Level	
Type choices, press Enter.	Case Level	
Exclude Cases Older Than	<u>1/01/2000</u>	(Offense Date-MM/DD/YYYY)
Exclude Warrant Cases	<u>N</u>	('Y'es, 'N'o)
Exclude Prison Cases	<u>Y</u>	('Y'es, 'N'o)
Exclude Boot Camp Cases	<u>N</u>	('Y'es, 'N'o)
Exclude Jail Cases	<u>N</u>	('Y'es, 'N'o)
Non Pay Plan Last Activity Date Aging	<u>30</u>	(Number of days)
Additional Grace Period	<u>5</u>	(Number of days)
O V E R R I D E		O V E R R I D E
F3=Exit F12=Cancel		
Previous screen values have been updated.		

For more information about each parameter please refer to the [Customization](#) section found at the end of this manual.

Screen input edits are as follows:


- Please refer to option 2=[Standard Statement Logic Tailoring](#) found in the Customization section of this manual.

Screen function keys are as follows:

F3=Exit	Exits Collect Statement Logic Tailoring Override screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Statement Print

Statement/Mailer - Sample Form:

DATE <input type="text"/>			99th Circuit Court 122 Justice Blvd. Courthouse, MI 49999 313-555-1212	
CASE NUMBER	BALANCE		YOUR PAYMENT IS OVERDUE. THE BALANCE IS: \$ <input type="text"/>	
		MESSAGE:		
		PLEASE READ THE REVERSE SIDE OF THIS NOTICE FOR PAYMENT INSTRUCTIONS		
		NAME AND ADDRESS		
		OVERDUE PAYMENT NOTICE		

Statements: 4. Standard Statement Print Notification Letter - Sample Form:



99th Circuit Court
122 Justice Blvd.
Courthouse, MI 49999

***** OVERDUE PAYMENT NOTICE *****

1/15/07

AARON A ABBOTT
209 PARK ST
GAINES, MI 48436

Dear AARON A ABBOTT:

It has come to our attention that your balance is overdue.
Please send payment within 102 days or additional costs may
be assessed and/or a warrant will be issued for your
arrest.

Overdue case(s) and amount due is listed below.

03-013249-FH \$1,779.48

YOUR TOTAL BALANCE DUE IS:	\$1,779.48
-----------------------------------	-------------------

Collection Department
99th Circuit Court

OPNL (04/2005)

Statements: 4. Standard Statement Print

Trial Report - Example:

Page: 1	0725 - 7TH CIRCUIT COURT Statement Trial Print	9/03/08 13:07:15
---------	---	------------------

Selection Criteria:	T	Trial Report	Person Level:	
Run	2	(All Other Clsd Cases)	Minimum Balance Due	1.00
Print Statements for	1		Defendants Eliminated cases	E (Exclude)
Statement Number	1		Exclude Blank Address	Y
Statement Text	9/03/08			
Statement Date	000000		Case Level:	
From Date	000000		Exclude Cases Older Than	1/01/00
To Date	000000		Exclude Warrant Cases	N
			Exclude Prison Cases	Y
			Exclude Boot Camp Cases	N
			Exclude Jail Cases	N
			Non Pay Plan Lst Act Date Age	30
			Grace Period	5

Batch Level:

Statement Form Layout	M
Maximum Number to Print	10
Print Exception Report	Y
Track Returned Statements	B

Message To Be Sent :

The 7th Judicial Circuit has a computer system to track individuals who have outstanding fines and cost. Our records indicate that your account is PAST due.
****YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY****
 Failure to make a payment may result in a bench warrant for your arrest. Payment can be made in cash, money order or credit card.
 Reimbursement Office 810.257.2711 Mon-Fri 8:00 - 5:00
****** Payment arrangements must be made in person ******

Name:	Address:	Amount Due:	*----- Case # & Offense -----*
ROBERT WALTER CROSS	2324 FARRAND RD. CLIO, MI 48420	60.00	04-013392-FH OPERATING-OUIL/
JOSEPH ALLEN GUTHRIE	1822 MAPLE ST FLINT, MI 00000	1,026.00	01-007610-FH LARCENY BUILDIN
MARCUS LAMAR HARRISON	1210 CALDWELL FLINT, MI 00000	60.00	02-009396-FH W WEAPONS-CARRY C
LAMONT HOWARD	14841 SPRING GARDEN ST DETROIT, MI 48205 3518	1,888.00	04-015301-FH CNTRL SUB POSSE 06-017644-FH WEAPONS-CARRY C
DELANO DEJUAN MARTIN	9602 WOODMONT STREET DETROIT, MI 48227	925.00	06-019008-FH CONTR SUB DEL L
JERRY LEE MCMATH JR	5209 DORRIS ST CHATTANOOGA, TN 37410	316.00	01-008425-FH MOTOR VEH UNLAW

Page: 2	0725 - 7TH CIRCUIT COURT Statement Trial Print	9/03/08 13:07:15
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Name:	Address:	Amount Due:	*----- Case # & Offense -----*
ADAM ROY PALMER	NEW PATHS FLINT, MI 00000	120.00	02-009379-FH W FLEE & ELUDE
JAMES TY SPOHN	7142 SNUG WATERS RD NAVARRE, FL 32566	75,194.28	05-017056-FH CHILD SUPPORT F
MATTHEW JON WITZKA	2722 ORCHARD LN FLINT, MI 00000	470.00	02-009271-FH OPERATING-IMPAI
DAJUNN CHRISTOPHER YOUNGBLOOD	157 E BRIXDALE DETROIT, MI 48203	8,496.30	02-009916-FH UTTERING & PUBL

Report Total Amount Due:	88,555.58
Total Cases:	11
Total Statements:	10

** End Of Report **

Statements: 4. Standard Statement Print Mailer Exception Report - Example:

Page	1	0725 - 99TH CIRCUIT COURT	1/15/07	9:29:24
Circuit Collections - Statement Exception Report				
Name	Birth	Case ID	Reason	
,,,	01/15/88		Maximum number of statements reached.	
AARON,ANTOINE,LEONTIEV	07/17/77	03-011976-FH	LAST ACTIVITY DATE greater than the statement date.	
		03-011976-FH	Defendant at a different STATEMENT NUMBER level.	
		03-011976-FH	PAY PLAN Case.	
AARON,ROBERT,	11/14/68	00-006342-FH	Payment plan STOP CYCLE set to "Yes".	
		00-006352-FH	Payment plan STOP CYCLE set to "Yes".	
ABBE,DARIN,JEROME,	09/08/73	94-050287-FH	Offense date is less then the CUTOFF DATE.	
		94-050287-FH	Defendant is in JAIL.	
		94-050287-FH	Payment plan STOP CYCLE set to "Yes".	
ABBOTT,AARON,A	08/18/85	03-013249-FH	LAST ACTIVITY DATE greater than the statement date.	
		03-013249-FH	Defendant at a different STATEMENT NUMBER level.	
		03-013249-FH	PAY PLAN Case.	
ABBOTT,LEONARD,GUESS	10/01/85	04-013800-FH	Defendant is in JAIL.	
ABBOTT,LLOYD,LEROY	12/27/58	03-012340-FH	Defendant is in JAIL.	
ABBOTT,RONALD,K	12/21/76	98-003740-FH	Defendant is in PRISON.	
		98-003740-FH	LAST ACTIVITY DATE greater than the statement date.	
		98-003740-FH	Defendant at a different STATEMENT NUMBER level.	
ABBOTT,RONALD,KEITH	12/21/76	01-007714-FC	Defendant is in PRISON.	
		01-007714-FC	Defendant at a different STATEMENT NUMBER level.	
		01-007714-FC	PAY PLAN Case.	
		94-049831-FH	Offense date is less then the CUTOFF DATE.	
		94-049831-FH	Defendant is in PRISON.	
		94-049831-FH	Defendant at a different STATEMENT NUMBER level.	
		94-049831-FH	PAY PLAN Case.	
ABDULLAH,AHMAD,HANEE	11/30/80	03-012014-FH	Defendant at a different STATEMENT NUMBER level.	
ABERNATHY,DAVID,SCOTTY	11/17/63		BLANK ADDRESS.	
		93-048415-FH	Offense date is less then the CUTOFF DATE.	
		93-048415-FH	Defendant at a different STATEMENT NUMBER level.	
		93-048415-FH	PAY PLAN Case.	
ABERNATHY,LYNDON,DALE	10/17/62	04-013979-FH	Defendant is in PRISON.	
		04-013979-FH	Defendant at a different STATEMENT NUMBER level.	
		04-013979-FH	PAY PLAN Case.	
		98-003298-FH	Defendant is in PRISON.	
		98-003298-FH	Defendant at a different STATEMENT NUMBER level.	
		98-003298-FH	PAY PLAN Case.	
ABERNATHY,WALTER,THOMAS	10/28/35	00-005873-FH	Defendant is in PRISON.	
ABLES,PENNY,		92-046618-FH	Offense date is less then the CUTOFF DATE.	
ABRAHAM,JACQUELINE,	06/03/62	93-048323-FH	Offense date is less then the CUTOFF DATE.	
ABRAHAM,MICHAEL,LEROY JOHN	08/24/80	99-004788-FC	Defendant is in PRISON.	
ABRAHAM,RANDY,	09/04/67	00-005426-FH	Defendant is in PRISON.	
ABRAHAM,SHADEED,	05/18/78	96-053749-FH	Defendant is in JAIL.	
		96-054180-FH	Offense date is less then the CUTOFF DATE.	
		96-054180-FH	Defendant is in PRISON.	

Statements: 5. Warrant Statement Print

D0800DMC	Statement Print Selection	5/31/07 08:35:29
WARRANT		WARRANT
Type choices, press Enter.		
Statement date	5/31/07	
Run	=	(T=Trial Report,S=Statements)
Print statements for	_	(1=Payment plan cases) (2=All other closed cases)
Statement number	___	
Statement text	? ___	
Maximum number to print	100	
Offense date range (from)	_____	(Optional - MM/DD/YY)
(thru)	_____	
WARRANT		WARRANT
F3=Exit F4=Prompt F7=Override Selection Criteria F12=Cancel		

The Warrant Statement Print Selection screen will allow the user to print a select group of warrant cases on statements or a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 [Standard Statement Print](#) on the COLLECT System Main Menu.

Statements: 6. Collection Agency Extract

D6000DMC	Collection Agency Extract Selection	9/22/08 10:27:47
COLLECTION AGENCY		COLLECTION AGENCY
Type choices, press Enter.		
Extract date	:	9/23/08
Run	=	(T=Trial Report) (E=Extract)
Extract for	_	(1=Payment plan cases) (2=All other open cases)
Statement number	___	
Maximum number to extract		200
COLLECTION AGENCY		COLLECTION AGENCY
F3=Exit F7=Override Selection Criteria F12=Cancel		

The Collection Agency Extract selection screen will allow the user to print/extract a select group of cases on a trial report or a file to be sent to an outside collection agency. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 [Standard Statement Print](#) on the COLLECT System Main Menu.

Statements: 7. Statement Reprint

```
D0800DMC          Circuit Court Collect Reprint Selection          5/31/07  08:36:09

Position to Run Date . . . _____

Type options, press Enter.
  5=Display   6=Reprint Mailers   7=Show Detail

Opt  Run Date  Run Time  User          Rpt      Stmt      Stmt      *--- Offense ---*
     5/23/07  11:33:54  D0800DMC      Typ  For  Nbr      Date      Date Range
=    5/23/07  11:33:54  D0800DMC      N/L  100   5/23/07
-    5/22/07  14:47:00  D0800DMC      N/L  105   5/22/07
-    5/22/07  14:45:12  D0800DMC      N/L  105   5/22/07
-    3/09/07  15:44:24  C0725RBG      S    ALL    1   03/09/07  --none-- --none--
-    3/09/07  15:28:22  C0725RBG      S    PPL    1   03/09/07  --none-- --none--
-    3/09/07  15:21:01  C0725RBG      S    ALL    2   03/09/07  --none-- --none--
-    3/09/07  15:19:44  C0725RBG      S    PPL    2   03/09/07  --none-- --none--
-    3/02/07  15:15:33  C0725RBG      S    ALL    1   03/02/07  --none-- --none--
-    3/02/07  15:09:26  C0725RBG      S    ALL    2   03/02/07  --none-- --none--
-    3/02/07  15:09:14  C0725RBG      S    PPL    1   03/02/07  --none-- --none--
-    3/02/07  15:09:08  C0725RBG      S    PPL    2   03/02/07  --none-- --none--
-    2/23/07  15:36:04  C0725RBG      S    ALL    2   02/23/07  --none-- --none--

More...

F3=Exit   F7=All Mailers   F12=Cancel
```

This screen will be displayed to the user when menu option 6 is selected from the main menu. This option allows the user to view the history of the statement runs. The information in this work-list is created every time the user generates statements from menu option '4=Standard Statement Print' or '5=Warrant Statement Print' on the COLLECT System Main Menu.

The line items in the work-list will display in reverse date order (most current date first) with the ability to position to the date the statements were generated. To position the work-list to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The work-list will start with the next line item that begins with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Reprint Statements and 7=Show Detail. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Statements: 7. Statement Reprint

Screen function keys are as follows:

F3=Exit	Return to previous display (Collections System Main Menu).
F7=All Mailer	This key will display a list of individuals that have received statements/mailers by name. If a person has received multiple mailers, there will be multiple entries in the work-list with their name. The screen process for this function key will be outlined following the next few pages which explain the available options.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 7. Statement Reprint

Option 5=Display

```

D6000DMC                               Statement Run Information          6/06/12  16:54:38

View information, press Enter.
Run date - time - user . . . :  5/29/12  11:21:35  D6000DMC

Trial Report/Statements . . . . . : S                Statements
Report Type . . . . . : 1                Payment Plan Cases
Statement number . . . . . : 1
Statement text . . . . . : 101
Statement date . . . . . : 05/29/12
Offense date range (from) . . . . . : --none-- thru --none--
Batch:
  Statement form layout . . . . . : L                Letters
  Maximum number to print . . . . . : 2
  Print exception report . . . . . : Y
  Track returned statements . . . . . : B
  Payment Plan Parameter Override . : C
Person:
  Minimum balance due . . . . . : 20.00
  Defendants eliminated cases . . . : I
  Exclude blank address . . . . . : Y

F3=Exit  F12=Cancel
  
```

This screen will be displayed to the user when option 5 is selected for one of the line items in the work-list. The information displayed is a snapshot of the parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

F3=Exit	Return to previous display (Statement Reprint Selection Screen).
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 7. Statement Reprint

Option 5=Display

```

D6000DMC                               Mailer Run Information          6/06/12  09:13:37

View information, press Enter.

Run date - time - user . . . : 5/29/12  11:21:35  D6000DMC

Case:
  Case selection date . . . . . : C
  Exclude cases older than . . . . : 01/01/2000
  Exclude warrant cases . . . . . : N
  Exclude prison cases . . . . . : Y
  Exclude boot camp cases . . . . . : N
  Exclude jail cases . . . . . : N
  Non-plan days . . . . . : 30
  Grace period . . . . . : 5

F3=Exit  F12=Cancel

```

This screen will be displayed to the user when Enter is pressed on the first Statement Run Information screen. The information displayed is a continuation of the snapshot of parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

F3=Exit	Return to previous display (Statement Reprint Selection Screen).
F12=Cancel	Returns to the first Statement Run Information screen.

Statements: 7. Statement Reprint

Option 6=Reprint

When option '6=Reprint Statements' is selected for one of the line items in the work-list, all of the statements for the selected run date will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address. All information, other than the address, will be printed as it appeared on the original statement, including statement date.

Statements: 7. Statement Reprint

Option 7=Show Detail

```

D0800DMC          Circuit Court Collect Reprint Selection          1/12/07  14:12:15

Run date . . . . . : 1/08/07          Statement date . . . : 01/08/07
Run time . . . . . : 14:42:21          Statement number . . :   1
Run user . . . . . : D0800DMC

Position to name . . . _____

Type options, press Enter.
 5=Display  6=Reprint Mailer

Opt  Name                               Birth Date      Balance Due
--  ---                               -
--  BEARD, MELCINA, ANN                  3/14/81         160.00
--  BLAKE, FRANK, STANLEY                 5/03/68         120.00
--  FISHER, ROBERT, LEROY                 8/15/84        2,684.14
--  GRAMSE, LAWANDA, IRENE               1/27/59        1,504.73
--  GRIFFIN, MICHAEL, ANTHONY             9/21/67          60.00
--  GURD, BAY, ASHON                     12/23/82        720.00
--  HOOD, JEREMY, SEAN                   4/24/76         180.00
--  HUNT, JOHN, ALVIN                     3/03/58        1,010.00
--  MCKINNEY, LEONARD, ATTRESS            5/31/78         720.00

More...

F3=Exit  F12=Cancel
  
```

This screen will be displayed to the user when option 7 is selected for one of the line items in the work-list. This option allows the user to view the individual statements/mailers generated for the run date.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display and 6=Reprint Mailers. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Statements: 7. Statement Reprint

Option 7=Show Detail

Option 5=Display

_D0800DMC		Mailer Information		1/12/07 14:13:22	
Run date : 1/08/07					
Run time : 14:42:21					
Run user : D0800DMC					
Statement Date : 01/08/07					
Statement Number . . . : 1					
Name : GRAMSE,LAWANDA,IRENE					
Birth date : 1/27/59					
Total Balance Due . . : 1,504.73					
Case Id	Balance Due	Case Id	Balance Due	Case Id	Balance Due
03-013154-FH	843.55				
98-002649-FC	60.00				
99-004850-FH	601.18				
F3=Exit F12=Cancel					

This screen will be displayed to the user when option 5 is selected for one of the line items in the work-list. This option allows the user to view the individual cases that appeared on the statement/mailer when it was originally generated.

Statements: 7. Statement Reprint

Option 7=Show Detail

Option 6=Reprint Mailers

When option '6=Reprint Mailer' is selected for one of the line items in the work-list, the statement/mailer selected will be reprinted. An entry will be written to the register of actions stating a reprint of the statement/mailer was generated.

This process will use the address in the JIS case master, not the address used when the statement/mailer was generated. This will allow for the user to change incorrect address and resend the statement/mailer with the corrected address.

Statements: 7. Statement Reprint

F7=All Mailers

```

D0800DMC          Circuit Court Collect Reprint Selection      1/12/07  14:15:41

Position to name . . . _____

Type options, press Enter.
  5=Display   6=Reprint Mailer


```

Opt	Name	Birth Date	Balance Due	Stmt Date	Stmt Nbr
—	AARON, ANTOINE, LEONTIEV	7/17/77	400.65	1/02/07	002
—	AARON, ANTOINE, LEONTIEV	7/17/77	400.65	8/26/06	001
—	ABBOTT, AARON, A	8/18/85	1,779.48	2/10/07	001
—	ABBOTT, RONALD, K	12/21/76	4,705.99	1/10/07	102
—	ABBOTT, RONALD, KEITH	12/21/76	5,468.70	1/02/07	002
—	ABBOTT, RONALD, KEITH	12/21/76	5,468.70	8/26/06	001
—	ABDULLAH, AHMAD, HANEE	11/30/80	770.00	3/21/06	100
—	ABERNATHY, DAVID, SCOTT	11/23/71	30.00	7/12/06	001
—	ABERNATHY, LYNDON, DALE	10/17/62	180.00	1/02/07	001
—	ABRON, JERMAINE, KASHAD	10/01/78	695.00	1/02/07	002
—	ABRON, JERMAINE, KASHAD	10/01/78	695.00	8/11/06	001
—	ALDRED, JAMES, ALEXANDER	8/09/58	4,277.05	1/09/07	001

More...

F3=Exit F12=Cancel

This screen will be displayed to the user when 'F7=All Mailers' is selected from the main Statement Reprint screen. This option allows the user to view the statements/mailers generated for an individual regardless of the run date. The function should be used when the user does not know the run date and/or needs to locate all mailers sent to an individual.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display and 6=Reprint Mailers. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options function the same as when they are selected from Option 7 - Statement Reprint screen. They are defined on the previous pages.

Menus: 8. Reporting

```

D6000DMC          Circuit COLLECT System Reporting Menu    9/25/13  15:54:59

Select one of the following:

Reports:  1. Balance Due                      14. 3rd Party Collection Payment
          2. Show Cause Hearing                 15. Incarceration Release Date
          3. Payment Plan Partial Payment      16. Deceased Defendant
          4. Payment Plan Expiration           17. Payment Plan Past Due
          5. Money Collected
          6. Money Collected by Event
          7. Statements Sent
          8. Event Sent
          9. Never Received a Statement
         10. Wage Assignment
         11. Address Stop
         12. Stop Code
         13. Incomplete Address

Type selection, press Enter.  ==> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

This screen will be displayed to the user when 8. Reporting is selected from the main menu. This option allows the user to select which report they would like to print.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect Main Menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 1. Balance Due

```

D6000DMC                      Balance Due Report Selection          6/09/14  15:02:00
Type choice, press Enter.
Date range . . . . . 6/09/14 to 6/09/14
Report selection . . 1  (1 = All Cases)
                        (2 = Payment Plan Cases)
                        (3 = Non-Payment Plan Cases)
Report type . . . . 1  (1 = Detail)
                        (2 = Summary)
Case status . . . . 1  (1 = All Cases)
                        (2 = Closed Cases Only)
Defendant status . . 1  (1 = All)
                        (2 = Prison)
                        (3 = Boot Camp)
                        (4 = Jail)
                        (5 = All but Prison, Boot Camp, Jail)
F3=Exit  F12=Cancel
  
```

The Balance Due Report Selection will allow the user to print the balance due report in detail or summary format with totals by name/date of birth combination. Type in the 'report basis', 'report type', 'case status', and 'defendant status' (if something other than the default values from the option 1. [System Tailoring](#) section of the option [80. Customization](#) is requested) and press Enter. The selected Balance Due report will be submitted to batch and print when the entire report has been generated.

When Report selection equals:

"1=All Cases" - All closed cases, both on a payment plan and not on payment plan will be included on the report.

"2=Payment Plan Cases" - All closed cases on a payment plan will be included on the report.

"3=Non-Payment Plan Cases" - All closed cases NOT on a payment plan will be included on the report.

When Report type equals:

"1=Detail" – Includes the details of each case along with a total page.

"2=Summary" – Only the total page will be included on the report.

Menus: 8. Reporting

Reports: 1. Balance Due

When Case status equals:

“1=All Cases” – Both open and closed cases will be included on the report.

“2=Closed Cases Only” – Only cases that are closed will be included on the report.

When Defendant status equals:

“1=All” – All defendants whether they are in prison or jail or not will be included on the report.

“2=Prison” – Only defendants that are in prison will be included on the report.

“3=Boot Camp” – Only defendants that are in boot camp will be included on the report.

“4=Jail” – Only defendants that are in jail will be included on the report.

“5=All but Prison, Boot Camp, Jail” – Only defendants that are not in prison, boot camp, or jail will be included on the report.

Screen input edits are as follows:

- The report basis field is a required entry and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non-Payment Plan Cases. Anything else will generate an edit error.
- The report type field is a required entry and will only accept a 1=Detail or 2=Summary. Anything else will generate an edit error.
- The case status field is a required entry and will only accept a 1=All Cases or 2=Closed Cases Only. Anything else will generate an edit error.
- The defendant status field is a required entry and will only accept a 1=All, 2=Prison, 3=Boot Camp, 4=Jail, or 5=All but Prison, Boot Camp, Jail.

Screen function keys are as follows:

F3=Exit	Exits Balance Due Report Selection and returns the user to the Reporting Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 1. Balance Due

Balance Due Report Example:

Page: 1	0725 - 7TH CIRCUIT COURT						5/31/07	9:14:53
Date Range: 1/01/07 To 5/31/07		Report Basis: All Cases				Report Type: Detail		
Defendant Status: All								
Name	Date of Birth	Case ID	Pay Plan	Stop Cycle	Last Payment Date	Warrant	Balance Due	
ABELS, NATHEN, TILDON 1618 NEW YORK FLINT, MI 48506	4/26/87	07-019710-FH	N	Y			15,746.97	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		STATE MINIMUM COSTS		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		RESTITUTION		ORDERED:	15,626.97	PAID:	.00 DUE: 15,626.97	
							15,746.97	
ABELS, NICHOLAS, JOHNATHAN 1618 NEW YORK FLINT, MI 48506	11/02/88	07-019712-FH	N	Y			15,746.97	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		STATE MINIMUM COSTS		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		RESTITUTION		ORDERED:	15,626.97	PAID:	.00 DUE: 15,626.97	
							15,746.97	
ABERNATHY, LARRY, WAYNE 334 E ROSEWOOD DEFIANCE, OH 43512	11/01/47	06-019381-FH	N	Y			744.00	
		COURT COSTS		ORDERED:	500.00	PAID:	.00 DUE: 500.00	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		STATE MINIMUM COSTS		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		LATE FEE		ORDERED:	124.00	PAID:	.00 DUE: 124.00	
							744.00	
ADAMS, MARK, ANTHONY 2069 EAST. 81ST, #1 , ,	4/18/61	06-018370-FC	N	Y			60.00	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
				ORDERED:		PAID:	.00 DUE: 60.00	
							60.00	
AKERS, JEFFREY, ALAN 16015 FISH LAKE ROAD HOLLY, MI 48442	4/26/74	06-019075-FH	N	Y			1,770.00	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		STATE MINIMUM COSTS		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		COURT COSTS		ORDERED:	500.00	PAID:	.00 DUE: 500.00	
		COST OF PROSECUTION		ORDERED:	150.00	PAID:	.00 DUE: 150.00	
		ATTORNEY FEE		ORDERED:	500.00	PAID:	.00 DUE: 500.00	
		FINES		ORDERED:	500.00	PAID:	.00 DUE: 500.00	
							1,770.00	
ALEMIEDA, ISIDRO, RODRIQUEZ 5131 DAKOTA AVE FLINT, MI 48506	5/15/84	07-019713-FH	N	Y			620.00	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		STATE MINIMUM COSTS		ORDERED:	60.00	PAID:	.00 DUE: 60.00	
		COURT COSTS		ORDERED:	500.00	PAID:	.00 DUE: 500.00	
							620.00	
ALEXANDER, GENE, AUTRY 1905 PASADENA AVENUE FLINT, MI 48504	8/13/80	06-019051-FH	N	Y	3/01/07		730.00	
		***		ORDERED:	560.00	PAID:	560.00 DUE: .00	
		CRIME VICTIM FEE		ORDERED:	60.00	PAID:	20.00 DUE: 40.00	
		COURT COSTS		ORDERED:	200.00	PAID:	.00 DUE: 200.00	
		FINES		ORDERED:	200.00	PAID:	.00 DUE: 200.00	
		ATTORNEY FEE		ORDERED:	250.00	PAID:	.00 DUE: 250.00	
							730.00	

Page: 52	0725 - 7TH CIRCUIT COURT						5/31/07	9:14:53
Date Range: 1/01/07 To 5/31/07		Report Basis: All Cases				Report Type: Detail		
Defendant Status: All								
Name	Date of Birth	Case ID	Pay Plan	Stop Cycle	Last Payment Date	Warrant	Balance Due	
Account Totals:		Ordered	Paid		Due			
CRIME VICTIM FEE		21,275.00	2,254.50		19,020.50			
STATE MINIMUM COSTS		25,825.00	2,204.50		23,620.50			
RESTITUTION		1,145,348.56	3,473.32		1,141,875.24			
COURT COSTS		122,300.00	4,696.68		117,603.32			
LATE FEE		7,039.00	.00		7,039.00			
COST OF PROSECUTION		1,800.00	.00		1,800.00			
ATTORNEY FEE		30,650.00	204.00		30,446.00			
FINES		42,000.00	630.00		41,370.00			
***		17,260.00	17,260.00		.00			
DNA-FLINT TWP PD		60.00	.00		60.00			
JAIL PROCESSING FEE		1,760.00	.00		1,760.00			
DRUG COURT FEE		2,700.00	.00		2,700.00			
EXTRADITION FEE		3,070.00	.00		3,070.00			
		1,421,087.56	30,723.00		1,390,364.56			
Pay plan totals:				0	defendants			
				0	cases			
** END OF REPORT **								

Menus: 8. Reporting

Reports: 2. Show Cause Hearing

```

D6000DMC                Show Cause Hearing Report Selection    9/08/09  13:57:19

Type choice, press Enter.

Report selection . . . . . █    (1=Payment plan cases)
                                   (2=All other closed cases)

Include cases with number of statements sent . . 4    (Greater than or equal)

Exclude "Stop Code" cases (regular & address) . Y    (Y=Yes, N=No)

F3=Exit  F12=Cancel
  
```

The Show Cause Hearing Report Selection will allow the user to print the show cause hearing report based on the number of statements sent to an individual. Any individual listed on this report can be scheduled for a show cause hearing using your existing JIS software, they WILL NOT automatically be scheduled from this application. Type in the 'report selection', 'number of statements sent' and 'exclude "stop code" cases' (if something other than the default values from the option 1. [System Tailoring](#) section of the option [80. Customization](#) is requested) and press Enter. The selected Show Cause Hearing Report will be submitted to batch and print when the entire report has been generated.

When the report selection field equals:

"1=Payment Plan Cases" - Only cases on a payment plan will be included on the report.

"2=All other open cases" - All open cases not on a payment plan will be included on the report.

Screen input edits are as follows:

- The 'report selection' field will only accept a 1=Payment Plan Cases or 2=All Other Open Cases. Any other value will generate an edit error.
- The 'include cases with number of statements sent' will accept any non-zero number. Any other value will generate an edit error
- The 'Exclude "Stop Code" cases' will only accept a Y=Yes or N=No. Any other value will generate an edit error.

Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Screen function keys are as follows:

F3=Exit	Exits Show Cause Hearing Report Selection and returns the user to the Reporting Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Show Cause Hearing Report Example:

Page: 1	0725 - 7TH CIRCUIT COURT		9/08/09 14:03:38
		SHOW CAUSE HEARING REPORT	
Minimum Statements Sent: 2	Payment Plan Cases		Exclude "Stop Code" Cases: Y
Name	Date of Birth	Case ID	Balance Due
DEONTE ALONZO ATKINS	8/15/86	05-016657-FH	1,944.00
DERRICK DESHAUN BACKSTROM	12/02/79	04-014007-FH	180.00
DERRICK DESHAUN BACKSTROM	12/02/79	04-014047-FH	180.00
STEVEN CARNELL BAILEY	9/05/68	03-011658-FH	85.00
SHAROD NICHOLAS BANKS	10/24/86	05-016478-FH	1,164.00
MICHAEL STEVEN BARRETT	3/22/84	05-016085-FH	7,398.72
TIMOTHY LEE BEATH	9/11/75	06-018630-FH	959.00
CHARLIE LAMONT BELL	6/03/86	06-018614-FH	816.00
BRADLEY BOYD BETTS	12/16/85	05-016723-FH	744.00
FRANKLIN GEORGE BIVINS	1/03/79	06-017952-FH	144.00
WILLIAM ODESSA BLACKMON	9/30/55	06-017921-FH	204.00
ANTHONY LAJUAN BLAKELY	11/19/77	06-018950-FH	972.00
JOSEPH BLANTON-WILLIAMS	5/15/88	05-016878-FH	654.00
DANIEL GENE BOWYER	8/27/77	06-017915-FC	2,773.44
MICHELLE E BOWYER	5/17/75	06-017914-FC	1,765.44
BENJAMIN LEE BRADLEY	11/17/72	05-015834-FH	634.00
DECLYDE PIERRE BREWTON	12/17/86	06-018526-FH	1,944.00
MAJOR , BROWN	2/14/83	03-012908-FH	2,235.00
PETRINA RENEE BROWN	10/02/76	04-014568-FH	620.00
STEVEN ANTHONY BROWN	8/10/76	04-014932-FH	400.00
STEVEN ANTHONY BROWN	8/10/76	93-049295-FH	505.00
TIMOTHY HENRY BROWN	3/31/77	04-013371-FH	310.00
TYRONE DRELL BROWN	6/04/80	05-016345-FH	1,336.00
ANTHONY DUAIN BRYANT	7/29/77	04-015131-FH	765.00
ANTHONY DUAIN BRYANT	7/29/77	06-017922-FH	1,944.00
LATOYA SHONTA BUFORD	1/14/82	06-018633-FH	2,144.00
LASHAN JR BURKS	2/03/83	06-018451-FH	1,944.00
DAVID ROBERT CALL	1/18/74	06-017540-FH	1,416.00
KEN K CHILDRESS	12/02/72	01-009173-FH	8,175.36
HEATH D CROMWELL	2/21/73	06-017733-FH	135,102.74
VICTOR SHAWN GRAY	6/04/65	06-018366-FH	144.00
NATHANAEL JACOB LYNN	2/16/86	06-018659-FH	11,919.99
** END OF REPORT **			

Menus: 8. Reporting

Reports: 3. Payment Plan Partial Payment

```

_D0800DMC                               Pay Plan Partial Payment Rpt          4/25/07  13:03:37

To submit job to batch, press Enter.


There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.


F3=Exit  F12=Cancel

```

The Payment Plan Partial Payment Report lists all of the individuals on a payment plan who have made partial payments. It will list the scheduled date of the payment, when the payment was made, and amount. After the user presses Enter, the Payment Plan Partial Payment Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Partial Payment Report Submit and returns the user to the Reporting Menu.
---------	--

F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting**Reports: 3. Payment Plan Partial Payment
Report Example**

Page: 8	25 - 7TH CIRCUIT COURT						9/08/09 14:45:47	
PAYMENT PLAN PARTIAL PAYMENT REPORT								
Name	Date of Birth	Pay#	Date	Amount Due	Date Paid	Amount Paid		
WALKER, TOM, JENELL	2/06/76	1	6/03/06	200.00	6/15/06	100.00		
WHITLEY, DEANGELO, VINCENT	2/04/82	1	5/01/06	50.00	9/07/06	12.00		
		2	5/31/06	50.00	9/07/06	12.00		
		3	6/30/06	50.00	9/07/06	12.00		
		4	7/30/06	50.00	9/07/06	12.00		
		5	8/29/06	50.00	9/07/06	12.00		
WILLIAMS, CORTEZ, ESTELLE	11/15/87	6	2/03/07	76.00	2/14/07	30.00		
WILLIAMS, LANGSTON, DAVID	1/08/86	1	7/01/06	86.00	8/04/06	50.00		
WILLIAMS, ROBERT, LEWIS	1/18/66	3	9/13/06	60.00	9/27/06	45.00		
WILSON, RICHARD, ALLEN, III	6/18/81	1	1/14/07	75.00	2/02/07	3.00		
WILSON, WILLARD, LEE	6/08/48	2	10/20/06	280.00	12/04/06	50.00		
		3	11/19/06	280.00	12/04/06	50.00		
WRIGHT, JOSEPH, ALAN	12/08/78	1	11/13/06	100.00	12/06/06	5.00		
Number of defendants on a payment plan:				911				
Number of defendants with partial payments:				102				
Number of partial payment entries found:				298				
** END OF REPORT **								

Menus: 8. Reporting**Reports: 4. Payment Plan Expiration**

D6000DMC	Payment Plan Expiration Report Selection	9/08/09	14:54:07
Type choice, press Enter.			
Days within expiring <input type="text" value="45"/> (Number of days)			
F3=Exit F12=Cancel			

The Payment Plan Expiration Report lists all of the individuals on a payment plan who's plan is going to end still owing money because the maximum duration entered ended the plan before it was completely paid off. After the user presses Enter, the Payment Plan Expiration Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- The 'Days within expiring' field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Expiration Report Selection and returns the user to the Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 4. Payment Plan Expiration

Report Example

Page	1	0725 - 7TH CIRCUIT COURT					9/08/09	14:54:13
Collections - Payment Plan Expiration Report								
Payment plans set to expire within 45 days.		Report only includes Payment Plans reaching the Maximum Duration and a balance due.						
Name	DOB	Payment Frequency	Date of Agreement	Total Pay Plan Amt	Expire Date	Case ID	Remaining Amount Due	
TABER, DANA,	2/21/77	MONTHLY	9/15/08	1,840.00	9/15/09	95-052404-FH	1,840.00	
Total Payment Plans set to Expire:				1	TOTAL:		1,840.00	
** End of Report **								

Menus: 8. Reporting

Reports: 5. Money Collected

```

D6000DMC                      Money Collected Report Selection      6/15/11  14:07:05

Type choices, press Enter.

Report basis . . . . . ☒      (1 = Payments)
                                         (2 = Statements)

Date range . . . . . 6/15/11 to 6/15/11  (MM/DD/YY)

Number of days from last stmt/payment . 90  (Number, 999 = Any Statement)

Report type . . . . . 1      (1 = Stmt/Payment Detail)
                                         (2 = Full Detail)
                                         (3 = Summary)

Include only case type(s) . . . . . ? FH  _ _ _  (JIS Case Types)
                                         _ _ _  (Leave blank for all)
                                         _ _ _  (Use F4 to modify)
                                         _ _ _
                                         _ _ _

F3=Exit  F4=Prompt  F12=Cancel
  
```

The Money Collected Report Selection will allow the user to print the Money Collected Report based on Payments or Statements. Type in the report basis, date range in MM/DD/YY format (if something other than the default values from the option 1. [System Tailoring](#) section of the option 80. [Customization](#) is requested), number of days from the last stmt/payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

When the 'report basis' field equals:

1=Payments - All JIS payment records between the date range selected will be included. Bond or bond forfeitures will NOT be included.

2=Statements - All statement/mailers mailed out during the date range selected will be included.

When the 'date range' field equals:

The date range will be used as entered for either payments or statements/mailers (as selected above). If the user only wants to see information for a specific date, enter the same date for both date parameters.

Menus: 8. Reporting

Reports: 5. Money Collected

When the 'number of days' field equals:

If using '1=Payments', the report will look back the entered number of days prior to the payment date to see if a statement mailer was generated on this case. This will allow the user to separate statement/mailer payments from non-statement/mailer payments, or to discredit the payment on a stale mailer. If you use 999, it will look to the beginning of time prior to the payment and report payments if any statement/mailer was generated on this case.

If using '2=Statements', the report will look forward the entered number of days after the actual statement date to determine if payments occurred after the statement/mailer. If you use 999, it will look through the current date for any payment made since the statement/mailer date.

When the 'Report type' equals:

1=Statement/Payment Detail

If the user selected '1=Payments', the report will produce detail on just the payments from statements/mailers within the number of days entered. The summary page will print at the bottom of the report.

If the user selected '2=Statements' the report will produce detail for all statements/mailers with payments within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

If the user selected '1=Payments', the report will produce both statement/mailer and non-statement/mailer detail. The summary page will print at the bottom of the report.

If the user also selected '2=Statements', the report will produce detail for all statements/mailers generated in that time range with or without payments made. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

When the 'Include only case type(s)' equals:

All Blanks

All case types will be included on the report.

List of valid JIS case types

All case types selected will be included on the report.

Menus: 8. Reporting

Reports: 5. Money Collected

Screen input edits are as follows:

- The report basis field is required and will only accept a 1=Payments or 2=Statements. Any other value will generate an edit error.
- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last statement/payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all statements will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Stmnt/Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the Reporting Menu.
F4=Prompt	Allows for the selection and/or de-selection of case types to be included on the report. If no case types are selected, all case types will be included on the report.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting Reports: 5. Money Collected Report Example based on Payments

Page	1	0725 - 7TH CIRCUIT COURT Collections - Money Collected Report					6/15/2011	14:17:19
Selection Parameters:		Payments From	01/01/07 To	03/01/07	Days from Last Statement:	90	Report Type: Statement Detail	
		Case Type(s): FH						
Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
ALEXANDER, ANDRAY,	06-018012-FH	1001	02/21/07	124.31-	91.69	02/09/07	M	
ALEXANDER, GENE, AUTRY	06-019051-FH	1001	01/17/07	10.00-	730.00	01/08/07	M	PP
ALEXANDER, GENE, AUTRY	06-019051-FH	1001	03/01/07	30.00-	730.00	02/23/07	M	PP
ALEXANDER, VERNADINE,	06-019087-FH	1001	02/02/07	270.00-	.00	01/29/07	M	
ALLEN, ANTHONY, JERMAINE	06-018942-FH	1001	02/07/07	20.00-	1,090.00	01/29/07	M	PP
ALLEN, CRYSTAL, SHONTEL	05-016486-FH	1001	02/08/07	50.00-	781.61	02/02/07	M	PP
ALLEN, CRYSTAL, SHONTEL	05-016486-FH	1001	03/01/07	50.00-	781.61	02/02/07	M	PP
ANDERSON, BRIAN, EUGENE	06-018013-FH	1001	02/07/07	400.00-	12,715.85	01/29/07	M	PP
ANDERSON, TIMOTHY, KURT	06-017619-FH	1001	02/13/07	30.00-	917.00	02/09/07	M	PP
ARMSTRONG, MICHAEL, SPENCER, JR	05-015999-FH	1001	01/31/07	12.50-	814.00	01/29/07	M	
ARNOLD, FRANCETTAE, YVETTE	05-016801-FH	1001	02/20/07	40.00-	579.00	02/09/07	M	PP
ARNOLD, LEROY, JR	06-018160-FH	1001	01/26/07	43.00-	981.00	01/19/07	M	PP
ARTER, STEPHEN, MICHAEL	06-018813-FH	1001	01/16/07	100.00-	844.00	12/22/06	M	PP
ARTER, STEPHEN, MICHAEL	06-018813-FH	1001	02/15/07	80.00-	844.00	12/22/06	M	PP
AYO, DUANE, JOSEPH	06-017500-FH	1001	01/16/07	80.00-	.00	01/12/07	M	
AYO, DUANE, JOSEPH	06-017500-FH	1001	02/01/07	200.00-	.00	01/12/07	M	
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	02/07/07	10.00-	180.00	01/08/07	M	PP
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	02/07/07	15.00-	180.00	01/08/07	M	PP
BAGJETT, SAMUEL, KYEITA	03-012862-FH	1001	01/10/07	15.00-	550.00	12/22/06	M	
BAGJETT, SAMUEL, KYEITA	04-014269-FH	1001	01/10/07	15.00-	335.00	12/22/06	M	PP
BAILEY, DONALD, WILLIAM, II	05-016218-FH	1001	01/12/07	200.00-	7,424.79	12/22/06	M	
BAILEY, DONALD, WILLIAM, II	05-016218-FH	1001	02/23/07	100.00-	7,424.79	02/23/07	M	
BAILEY, JAVONTE, DEVON	06-018395-FH	1001	02/06/07	50.00-	1,151.20	11/17/06	M	PP
BALDWIN, KATRINA, SHAMELLE	05-016483-FH	1001	02/15/07	222.00-	.00	01/29/07	M	

Page	19	0725 - 7TH CIRCUIT COURT Collections - Money Collected Report	6/15/2011	14:17:19				
Selection Parameters:		Payments From 01/01/07 To 03/01/07	Days from Last Statement: 90	Report Type: Statement Detail				
		Case Type(s): FH						
Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
10/20/06	Statement # 1			20.00-		1	Cases in date range	
10/27/06	Statement # 1			65.00-		3	Cases in date range	
11/03/06	Statement # 1			530.00-		2	Cases in date range	
11/03/06	Statement # 2			870.00-		2	Cases in date range	
11/13/06	Statement # 1			1,027.00-		7	Cases in date range	
11/17/06	Statement # 1			220.00-		3	Cases in date range	
11/17/06	Statement # 2			250.00-		3	Cases in date range	
11/22/06	Statement # 1			438.00-		7	Cases in date range	
12/01/06	Statement # 1			80.00-		1	Cases in date range	
12/01/06	Statement # 2			210.00-		3	Cases in date range	
12/08/06	Statement # 1			1,407.00-		5	Cases in date range	
12/08/06	Statement # 2			1,694.00-		3	Cases in date range	
12/15/06	Statement # 1			450.00-		9	Cases in date range	
12/22/06	Statement # 1			1,776.00-		17	Cases in date range	
12/22/06	Statement # 2			1,411.00-		13	Cases in date range	
01/08/07	Statement # 1			4,115.00-		20	Cases in date range	
01/08/07	Statement # 2			1,200.00-		2	Cases in date range	
01/12/07	Statement # 1			2,466.00-		16	Cases in date range	
01/12/07	Statement # 2			1,438.00-		10	Cases in date range	
01/19/07	Statement # 1			4,661.50-		25	Cases in date range	
01/19/07	Statement # 2			660.00-		3	Cases in date range	
01/29/07	Statement # 1			612.00-		3	Cases in date range	
01/29/07	Statement # 2			1,050.50-		8	Cases in date range	
02/02/07	Statement # 1			10.00-		1	Cases in date range	
02/02/07	Statement # 2			30.00-		2	Cases in date range	
02/09/07	Statement # 1			16,617.31-		53	Cases in date range	
02/09/07	Statement # 2			90.00-		3	Cases in date range	
02/16/07	Statement # 1			874.00-		13	Cases in date range	
02/16/07	Statement # 2			245.00-		2	Cases in date range	
02/23/07	Statement # 1			1,579.00-		10	Cases in date range	
02/23/07	Statement # 2			100.00-		1	Cases in date range	
Total Money Collected				46,376.31-		255	Cases in date range	
Statement Summary by Statement Number								
Statement # 1				37,017.81-		197	Cases in date range	
Statement # 2				9,358.50-		58	Cases in date range	
Total Money Collected				46,376.31-		255	Cases in date range	
Total Money Collected - Pay Plan No Statements Sent:				24,421.07-		315	Cases in date range	
Total Money Collected - Pay Plan Statements Sent:				19,247.42-		216	Cases in date range	
Total Money Collected - No Statements Sent:				165,556.15-		1,103	Cases in date range	
Total Money Collected - Statements Sent:				46,376.31-		255	Cases in date range	
Report Totals for Selected Date Range:				255,600.95-		1,889		
** End of Report **								

** End of Report **

Menus: 8. Reporting

Reports: 5. Money Collected

Report Example based on Statements

Page 12	0725 - 7TH CIRCUIT COURT Collections - Money Collected Report							6/15/2011	14:33:3
Selection Parameters:		Statements from 01/01/07 To 03/01/07		Days from Last Payment: 90		Report Type: Statement Detail			
		Case Type(s): FH							
Name	M/L	Amount Due	Case	Party	Statement Date	Nbr	Payment Date	Payment Amount	Pay Plan
WILLIAMS, JOUL, LAMONT, JR	M	1249.00	05-017085-FH 1001		02/09/07	1	03/05/07 +	10.00-	PP
WILSON, DERON, LADALE	M	734.00	06-018444-FH 1001		02/09/07	1	03/08/07 +	10.00-	
WILSON, REESE, ANTONIO	M	704.00	06-018955-FH 1001		01/19/07	1	03/07/07 +	40.00-	PP
WILSON, RICHARD, ALLEN, III	M	542.00	06-018968-FH 1001		02/09/07	1	02/02/07 +	3.00-	PP
WINDLE, ROBERT, ERNEST	M	1484.00	05-015611-FH 1001		02/09/07	2	03/01/07 +	50.00-	
WOODARD, DREECIE, DEVON	M	134.99	04-013702-FH 1001		02/16/07	2	03/06/07 +	25.00-	PP
WOODS, DARRICK, EUGENE	M	353.20	05-016174-FH 1001		02/09/07	1	02/08/07 +	40.00-	
WOODS, JEREMY, LEE	M	211.97	05-015532-FH 1001		02/09/07	1	01/29/07 +	70.03-	PP
WOOLEY, SAMUEL, LAWSON, II	M	892.00	05-016749-FH 1001		02/09/07	2	03/05/07 +	100.00-	
WOOSTER, GARY, JAMES	M		06-018866-FH 1001		02/09/07	1	03/02/07 +	192.00-	
WORDEN, CHEREE, HELEN	M		06-017497-FH 1001		01/12/07	1	03/07/07 +	210.00-	
WORKMAN, DEBORAH, LOUISE	M	530.00	05-017381-FH 1001		02/09/07	1	01/31/07 +	30.00-	
WYATT, WALTER, LEE	M	580.00	04-015269-FH 1001		01/12/07	1	02/26/07 +	145.00-	PP
YATES, KENNETH, LYNN	M	29190.42	04-014908-FH 1001		02/09/07	1	02/13/07 +	200.00-	
YOUNG, CHRISTEN, ANDRE	M	94.00	06-018136-FH 1001		02/09/07	1	02/23/07 +	10.00-	
ZAVALNITSKIY, DIMITRY, G	M	544.00	05-016205-FH 1001		02/09/07	1	02/20/07 +	200.00-	
Pay Plan Summary by Date and Statement Number									
01/08/07	Statement #	1			1,740.03-			21	Cases in date range.
01/08/07	Statement #	2			475.00-			6	Cases in date range.
01/12/07	Statement #	1			5,296.00-			13	Cases in date range.
01/12/07	Statement #	2			250.00-			2	Cases in date range.
01/19/07	Statement #	1			1,514.00-			12	Cases in date range.
01/19/07	Statement #	2			695.00-			8	Cases in date range.
01/29/07	Statement #	1			560.00-			4	Cases in date range.
01/29/07	Statement #	2			55.00-			1	Cases in date range.
02/02/07	Statement #	1			370.00-			4	Cases in date range.
02/09/07	Statement #	1			4,198.89-			41	Cases in date range.
02/16/07	Statement #	1			637.00-			14	Cases in date range.
02/16/07	Statement #	2			25.00-			1	Cases in date range.
02/23/07	Statement #	1			315.00-			5	Cases in date range.
Total Money Collected:					16,130.92-			132	Cases in date range.
Pay Plan Summary by Statement Number									
Statement #	1				14,630.92-			114	Cases in date range.
Statement #	2				1,500.00-			18	Cases in date range.
Total Money Collected:					16,130.92-			132	Cases in date range.

Menus: 8. Reporting**Reports: 6. Money Collected by Event**

```

D6000DMC      Money Collected by Event Report Selection      9/08/09  15:47:08

Type choices, press Enter.

Date range . . . . . 01/01/09 to 9/08/09  (MM/DD/YY)

Number of days from last payment . . . . 90  (Number, 999 = Any Payment)

Report type . . . . . 1      (1 = Payment Detail)
                             (2 = Full Detail)
                             (3 = Summary)

Events to be used:
(M) STMT SENT      (L) NOTF LTR SNT      (C) COLL AGENCY      (T) TAX GARNIS
(W) WAGE ASSIGN
  
```

F3=Exit F12=Cancel

The Money Collected by Event Report Selection will allow the user to print the Money Collected by Event Report. This report is similar to the Money Collected Report based on payments, except this report will catch which COLLECT event triggered the payment. Type the date range in MM/DD/YY format (if different from current date default), number of days from the last payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'date range' field equals:

The date range will be used to look at payments made within the date range selected. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'number of days' field equals:

The report will look back the entered number of days prior to the payment date to see if an event was generated on this case. This will allow the user to separate event payments from non-event payments, or to discredit the payment on a stale event. If you use 999, it will look to the beginning of time prior to the payment and report payments if any event was generated on this case.

Menus: 8. Reporting

Reports: 6. Money Collected by Event

When the 'report type' equals:

1=Payment Detail

The report will produce detail on the payments from events within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

The report will produce both event and non-event detail. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all events will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the Reporting Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 6. Money Collected by Event

Report Example

Page 1	0725 - 7TH CIRCUIT COURT Collections - Money Collected by Event Report							6/08/2012	9:21:01
Selection Parameters: Targeted Events:	Payments From (M)-STMT SENT	01/01/07 To (L)-NOTF	12/31/07 LTR SNT	Days from Last (C)-COLL AGENCY	Statement: 90 (T)-TAX GARNIS	Report Type: Statement (W)-WAGE ASSIGN	Detail		
Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	Event	Pay Plan	
ALEXANDER, ANDRAY,	06-018012-FH	1001	02/21/07	124.31-	91.69	02/09/07	M		
ALEXANDER, GENE, AUTRY	06-019051-FH	1001	01/17/07	10.00-	730.00	01/08/07	M	PP	
ALEXANDER, GENE, AUTRY	06-019051-FH	1001	03/01/07	30.00-	730.00	02/23/07	M	PP	
ALEXANDER, VERNADINE,	06-019087-FH	1001	02/02/07	270.00-	.00	01/29/07	M		
ALLEN, ANTHONY, JERMAINE	06-018342-FH	1001	02/07/07	20.00-	1,090.00	01/29/07	M	PP	
ALLEN, CRYSTAL, SHONTEL	05-016486-FH	1001	02/08/07	50.00-	781.61	02/02/07	M	PP	
ALLEN, CRYSTAL, SHONTEL	05-016486-FH	1001	03/01/07	50.00-	781.61	02/02/07	M	PP	
ALLEN, CRYSTAL, SHONTEL	05-016486-FH	1001	03/08/07	50.00-	781.61	02/02/07	M	PP	
ANDERSON, BRIAN, EUGENE	06-018013-FH	1001	02/07/07	400.00-	12,715.85	01/29/07	M	PP	
ANDERSON, TIMOTHY, KURT	06-017619-FH	1001	02/13/07	30.00-	917.00	02/09/07	M	PP	
ARMSTRONG, MICHAEL, SPENCER, JR	05-015399-FH	1001	01/31/07	12.50-	814.00	01/29/07	M		
ARNOLD, FRANCETTAE, YVETTE	05-016801-FH	1001	02/20/07	40.00-	579.00	02/09/07	M	PP	
ARNOLD, LEROY, JR	06-018160-FH	1001	01/26/07	43.00-	981.00	01/19/07	M	PP	
ARTER, STEPHEN, MICHAEL	06-018813-FH	1001	01/16/07	100.00-	844.00	12/22/06	M	PP	
ARTER, STEPHEN, MICHAEL	06-018813-FH	1001	02/15/07	80.00-	844.00	12/22/06	M	PP	
AYO, DUANE, JOSEPH	06-017500-FH	1001	01/16/07	80.00-	.00	01/12/07	M		
AYO, DUANE, JOSEPH	06-017500-FH	1001	02/01/07	200.00-	.00	01/12/07	M		
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP	
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP	
BACKSTROM, DERRICK, DESHAUN	04-014007-FH	1001	02/07/07	10.00-	180.00	01/08/07	M	PP	
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP	
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP	
BACKSTROM, DERRICK, DESHAUN	04-014047-FH	1001	02/07/07	15.00-	180.00	01/08/07	M	PP	
BAGJETT, SAMUEL, KYEITA	03-012862-FH	1001	01/10/07	15.00-	550.00	12/22/06	M		
BAGJETT, SAMUEL, KYEITA	03-012862-FH	1001	03/08/07	20.00-	550.00	02/16/07	M		
BAGJETT, SAMUEL, KYEITA	04-014269-FH	1001	01/10/07	15.00-	335.00	12/22/06	M	PP	
BAGJETT, SAMUEL, KYEITA	04-014269-FH	1001	03/08/07	10.00-	335.00	02/16/07	M	PP	
BATLEY, DONALD, WILLIAM, II	05-016218-FH	1001	01/12/07	200.00-	7,424.79	12/22/06	M		

Page 24	0725 - 7TH CIRCUIT COURT Collections - Money Collected by Event Report							6/08/2012	9:21:01
Selection Parameters: Targeted Events:	Payments From (M)-STMT SENT	01/01/07 To (L)-NOTF	12/31/07 LTR SNT	Days from Last (C)-COLL AGENCY	Statement: 90 (T)-TAX GARNIS	Report Type: Statement (W)-WAGE ASSIGN	Detail		
Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	Event	Pay Plan	
WOOLEY, SAMUEL, LAWSON, II	05-016749-FH	1001	03/05/07	100.00-	892.00	03/02/07	M		
WOOSTER, GARY, JAMES	06-018866-FH	1001	03/02/07	192.00-	.00	02/09/07	M		
WORDEN, CHEREE, HELEN	06-017497-FH	1001	03/07/07	210.00-	.00	02/09/07	M		
WORKMAN, DEBORAH, LOUISE	05-017381-FH	1001	01/31/07	30.00-	530.00	01/12/07	M		
WRIGHT, PAUL, LAVON	04-014219-FH	1001	02/13/07	10.00-	3,517.00	02/09/07	M		
WYATT, WALTER, LEE	04-015269-FH	1001	02/26/07	145.00-	580.00	02/09/07	M	PP	
YAGER, RONALD, ELDEN	03-012628-FH	1001	01/26/07	37.50-	6,060.85	11/22/06	M		
YAGER, RONALD, ELDEN	03-012628-FH	1001	02/08/07	37.50-	6,060.85	11/22/06	M		
YATES, KENNETH, LYNN	04-014908-FH	1001	02/13/07	100.00-	29,190.42	02/09/07	M		
YATES, KENNETH, LYNN	04-014908-FH	1001	02/26/07	100.00-	29,190.42	02/09/07	M		
YAX, ERIN, DENISE	06-019271-FH	1001	03/05/07	120.00-	576.00	03/02/07	M		
YOUNG, CHRISTEN, ANDRE	06-018136-FH	1001	02/23/07	10.00-	94.00	02/02/07	M		
YOUNG, TONY, ALLAN	02-009524-FH	1001	01/04/07	100.00-	60.00	10/27/06	M	PP	
ZAVAINITSKIY, DIMITRY, G	05-016205-FH	1001	02/20/07	200.00-	544.00	02/09/07	M		
Pay Plan Summary by Event Code									
Event (M)-STMT SENT				23,298.42-		284	Cases in date range.		
Event (W)-WAGE ASSIGN				1,547.96-		33	Cases in date range.		
Total Money Collected				24,846.38-		317	Cases in date range.		
Statement Summary by Event Code									
Event (M)-STMT SENT				53,173.21-		321	Cases in date range.		
Total Money Collected				53,173.21-		321	Cases in date range.		
Total Money Collected - Pay Plan - No Targeted Event:				29,425.71-		362	Cases in date range.		
Total Money Collected - Pay Plan - Targeted Event:				24,846.38-		317	Cases in date range.		
Total Money Collected - No Targeted Event:				198,916.13-		1,373	Cases in date range.		
Total Money Collected - Targeted Event:				53,173.21-		321	Cases in date range.		
Report Totals for Selected Date Range:				306,361.43-		2,373			
** End of Report **									

Menus: 8. Reporting

Reports: 7. Statements Sent

D0800DMC	Statements Sent Report Selection	1/12/07 14:23:46
Type choices, press Enter.		
Date range	<u>1/12/07</u> to <u>1/12/07</u>	(MM/DD/YY)
Report Type	<u>1</u>	(1=Detail) (2=Summary)
F3=Exit F12=Cancel		

The Statements Sent Report Selection will allow the user to print the Statements Sent Report based on the Statement Date. Type in the 'Date Range' desired, and 'Report Type' (if something other than the default values from the option 1. [System Tailoring](#) section of the option 80. [Customization](#) is requested) and press Enter. The Statements Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'Date range' field equals:

Enter a date range where the first date is less than the second date. If the user only wants to see information for a specific date, enter the same date for both date fields.

When the 'Report Type' field equals:

1=Detail – The report will print detail and summary information.

2=Summary – The report will only print summary information.

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The report type field is required and must contain a 1=Detail or 2=Summary. Any other value will generate an edit error.

Menus: 8. Reporting

Reports: 7. Statements Sent

Screen function keys are as follows:

F3=Exit	Exits Statements Sent Selection and returns the user to the Reporting Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting**Reports: 7. Statements Sent****Statements Sent Report Example:**

Page	1	0725 - 7TH CIRCUIT COURT			5/31/2007	9:25:38
Circuit Collections - Statements Sent Report						
Selection Parameters: Statements From 01/01/2007 To 05/31/2007 Report Type: Detail						
Stmnt Date	Stmnt Number	Number of Stmts	Amount Due	Stmnt Type		
01/08/2007	1	1	744.00	PP		
	2	1	565.00	PP		
01/08/2007	1	1	770.00	NPP		
	2	1	105.00	NPP		
		4				
01/12/2007	1	1	230.00	PP		
	2	1	5,350.00	PP		
01/12/2007	1	1	280.00	NPP		
	2	1	620.00	NPP		
		4				
01/19/2007	1	1	1,024.00	PP		
	2	1	1,200.00	PP		
01/19/2007	1	1	1,120.00	NPP		
	2	1	925.00	NPP		
		4				
01/29/2007	1	1	270.00	PP		
01/29/2007	1	1	1,944.00	NPP		
01/29/2007	2	1	826.50	NPP		
01/29/2007	2	1	654.00	PP		
		4				
02/02/2007	1	1	931.61	PP		
02/02/2007	1	1	1,620.00	NPP		
02/02/2007	2	1	1,204.00	NPP		
		3				
02/09/2007	1	1	947.00	PP		
02/09/2007	1	1	620.00	NPP		
02/09/2007	2	1	400.00	PP		
02/09/2007	2	1	1,836.00	NPP		
		4				
02/16/2007	1	1	345.00	PP		
02/16/2007	1	1	580.00	NPP		
02/16/2007	2	1	663.49	PP		
02/16/2007	2	1	1,185.00	NPP		
		4				
02/23/2007	1	1	744.00	PP		
02/23/2007	1	1	620.00	NPP		
02/23/2007	2	1	1,944.00	PP		
02/23/2007	2	1	760.00	NPP		
		4				
03/02/2007	1	1	1,044.00	PP		
03/02/2007	1	1	15,746.97	NPP		

Page	5	0725 - 7TH CIRCUIT COURT			5/31/2007	9:25:38
Circuit Collections - Statements Sent Report						
Selection Parameters: Statements From 01/01/2007 To 05/31/2007 Report Type: Detail						
SUMMARY						
Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due			
1	64	64	165,931.55			
2	56	56	98,473.57			
TOTAL	120	120				
TOTAL	120	120				
** End of Report **						

Menus: 8. Reporting

Reports: 8. Event Sent

D6000DMC	Event Sent Report Selection	9/08/09 16:21:19
Type choices, press Enter.		
Date range	9/08/09 to 9/08/09 (MM/DD/YY)	
Report Order	1 (1=Date, 2=Event)	
Report Type	1 (1=Detail, 2=Summary)	
F3=Exit F12=Cancel		

The Event Sent Report Selection will allow the user to print the Event Sent Report summary or detail sorted by Date or Event. Type in the date range in MM/DD/YY format (if different from current date default), select the report order, report type, and press Enter. The Event Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the Events that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report order' equals:

1=Date

The report will list the COLLECT events that were generated, sorted, and totaled by date.

2=Event

The report will list the COLLECT events that were generated, sorted, and totaled by event.

Menus: 8. Reporting

Reports: 8. Event Sent Report

When the 'report type' equals:

1=Detail

The report will list the event date, event number, and the number sent. The summary page will print at the bottom of the report.

2=Summary

The summary page will be the only information printed.

Menus: 8. Reporting**Reports: 8. Event Sent Report****Report Example – Detail by Date**

Page	1	0725 - 7TH CIRCUIT COURT			9/08/09	16:25:51
Collections - Event Sent Report						
Selection Parameters: Events From 01/01/09 To 09/08/09 Report Type: Detail						
Event Date	Event	Number Sent	Amount Due			
07/15/09	WAGE ASSIGN	3	840.00			
		3	840.00			
08/06/09	STMTS-LETTERS	30	204,150.11			
		30	204,150.11			
08/19/09	TAX GARNIS	1	1,820.00			
		1	1,820.00			
08/20/09	STMTS-LETTERS	1	190.50			
		1	190.50			
08/21/09	STMTS-LETTERS	1	60.00			
		1	60.00			
08/24/09	COLL AGENCY	2	120.00			
08/24/09	STMTS-LETTERS	4,134	843,392.95			
		4,136	843,512.95			
09/02/09	WAGE ASSIGN	2	2,925.10			
		2	2,925.10			
SUMMARY						
Event	Number Sent	Amount Due				
WAGE ASSIGN	5	3,765.10				
STMTS-LETTERS	4,166	1,047,793.56				
TAX GARNIS	1	1,820.00				
COLL AGENCY	2	120.00				
TOTAL	4,174	1,053,498.66				
** End of Report **						

Menus: 8. Reporting**Reports: 9. Never Received a Statement**

```

D6000DMC      Never Received a Statement Report Selection      6/06/12  09:21:17
Type choices, press Enter.
Filed Date Range . . . . . 6/08/12 to 6/08/12 (MM/DD/YY)
Include Case Status. . . . . 2 (1 = All Statuses)
                                   (2 = Closed)
Include Pay Plans. . . . . 2 (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non-Payment Plan Cases)
Include Stop Codes . . . . . 3 (1 = All Cases)
                                   (2 = Stop Code Cases)
                                   (3 = Non-Stop Code Cases)

F3=Exit  F12=Cancel
  
```

The Never Received Statement Report lists all of the individuals in the case master file who owe money and have never received a statement. After the user presses Enter, the Never Received Statement Report will be submitted to batch and print when the entire report has been generated.

When the 'Filed Date Range' field equals:

The filed date range will be used to select the cases that for whatever reason have never received an overdue statement. Once the list is generated the user can investigate further into why no statements have been sent. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Case Status' equals:

1=All Statuses

The JIS case status does not matter for selection. All statuses will appear on the report.

2=Closed

Only cases with a status of DISP will be selected for the report.

Menus: 8. Reporting**Reports: 9. Never Received a Statement**

When the 'Include Pay Plans' equals:

1=All Cases

It will not matter if the case is on a Payment Plan or not. All cases will be selected.

2=Payment Plan Cases

Only cases on a current Payment Plan will be selected for the report.

3=Non-Payment Plan Cases

Only cases NOT on a current Payment Plan will be selected for the report.

When the 'Include Stop Codes' equals:

1=All Cases

It will not matter if the case has a Stop Code or not. All cases will be selected.

2=Stop Code Cases

Only cases with a current Stop Code will be selected for the report.

3=Non-Stop Code Cases

Only cases NOT with a current Stop Code will be selected for the report.

Screen function keys are as follows:

F3=Exit

Exits Never Received Statement Report Submit and returns the user to the COLLECT System Reporting Menu.

F12= Cancel

This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting**Reports: 9. Never Received a Statement****Never Received a Statement Report Example:**

Page	1	0725 - 7TH CIRCUIT COURT				6/08/12	9:38:27
Circuit Collections - Never Received Statement Report							
Date Range:	01/01/07 - 12/31/07	Status: CLOSED	Pay Plans: ALL CASES	Stop Code: ALL CASES			
Name	Birth	Case ID	Filed Date	Amt Due	PP	SC	
BAILEY, DESHAWN, ONEIL	01/13/78	07-019780-FH	01/24/07	7,021.72			
LEE, MICHAEL, ANTHONY	04/21/68	07-019658-FC	01/08/07	620.00			
MURPHY, RICKY, EARL	06/11/61	07-019832-FH	01/31/07	180.00			
STOVER, CLEO, JAMES	05/06/65	07-019667-FH	01/10/07	2,620.00			
WHITE, KENNETH, DARRYL	12/06/61	07-019757-FH	01/23/07	870.00			
WHITMAN, MICHAEL, PAUL	06/28/76	07-019851-FH	02/06/07	120.00			
		07-019867-FH	02/07/07	120.00			
Total number of cases:			7	11,551.72			
** End of Report **							

Menus: 8. Reporting

Reports: 10. Wage Assignment

D6000DMC		Wage Assignment Report Selection		5/18/15 14:00:32	
Type choices, press Enter.					
Report Selection	<u>1</u>	(1 = All Cases)			
		(2 = Payment Plan Cases)			
		(3 = Non Payment Plan Cases)			
Assignment Type	<u>1</u>	(1 = All)			
		(2 = Open Assignments)			
		(3 = Terminated Assignments)			
Report Type	<u>1</u>	(1 = Detail)			
		(2 = Summary)			
Number of Days from Last Payment	_____	(Select Number >=)			
		(Blank = All)			
F3=Exit F12=Cancel					

The Wage Assignment Report Selection will allow the user to print the Wage Assignment Report based on Payments or Statements. Type in the 'Cases to Include', 'Assignment Type', and 'Report Type' (if something other than the default values from option [1. System Tailoring](#) section of option [80. Customization](#) is requested) and press Enter. The Wage Assignment Report will be submitted to batch and print when the entire report has been generated.

When the 'Report Selection' field equals:

1=All Cases – Payment plan and non payment plan cases will be included in the report.

2=Payment Plan Cases – Only payment plan cases will be included in the report.

3=Non Payment Plan Cases – Only non payment plan cases will be included in the report.

Menus: 8. Reporting

Reports: 10. Wage Assignment

When the 'Assignment Type' field equals:

1=All – Wage assignments with or without wage terminations will be included in the report.

2=Open Assignments – Wage assignments with no wage terminations will be included in the report.

3=Terminated Assignments – Wage Assignments with terminations will be included in the report.

When the Number of Days from Last Payment is entered, the report will only select record that are greater than or equal to the number of days entered. Blank entry will include all records.

When the 'Report Type' field equals:

1=Detail – The report will print detail and summary information.

2=Summary – The report will only print summary information.

Screen function keys are as follows:

F3=Exit	Exits Wage Assignment Report Selection and returns the user to the Reporting Menu.
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F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
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Menus: 8. Reporting

Wage Assignment Report Example:

Page 1	0725 - 7TH CIRCUIT COURT Collections - Wage Assignment Report						5/19/2015	14:26:21	
Selection Parameters:	Cases to Include: All Cases		Assignment Type: All			Report Type: Detail			
	Number of Days:	75							
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Current Amount Due	Last Payment	# of Days
AARON, ROBERT,	00-006342-FH	07/31/07		TEST	10.00		.00	11/27/07	2,730
AARON, ROBERT, DANIEL	00-006352-FH	05/14/14		A	101.00	test2	60.00		370
	00-006352-FH	05/29/14		A	2.00	wnw	60.00		355
	00-006352-FH	05/29/14		AA	2.00	s	60.00		355
	00-006352-FH	05/29/14		B	3.00	wee	60.00		355
	00-006352-FH	05/29/14		C	300.00	a	60.00		355
ABBOTT, RONALD, K	98-003740-FH	05/30/07	09/16/09	WAL MART	10.00		4,705.99	03/18/02	
ABDULLAH, AHMAD, HANEE	03-012014-FH	04/27/15	04/27/15	A	1.00	test	770.00		
ABRAHAM, SHADEED, AMEER	98-002145-FH	09/22/08	05/21/10	WALGREENS	12.00		4,927.54	11/21/03	
ACORD, JOSEPH, LYNN	97-001160-FH	09/02/09	09/02/09	KROGER	25.00		1,462.55	02/04/03	
	97-001160-FH	09/17/10		WAL-MART	25.00		1,462.55	02/04/03	4,487
ADAMS, MARQUES, TERRELL	01-007287-FH	08/09/11	08/09/11	WAL MART	50.00	check	1,737.59	01/03/06	
	01-007287-FH	06/17/14		WALMART	45.00	check	1,737.59	01/03/06	3,423
ADAMS, RANDY, LYNN	95-052075-FH	09/17/10	09/17/10	232	23.00	week	.00	01/03/07	
ALLEN, CHRISTINA, KAYE	05-015490-FH	05/30/07	08/16/10	EMPLOYER	50.00		620.50	06/15/05	
ALLEN, DALE, PATRICK	01-008917-FH	10/02/08	10/02/08	WAL-MART	50.00		949.00	03/10/03	
ARMOUR, WILLIAM, EDWARD	96-054645-FH	02/09/06		R & R POURED WALLS INC	50.00		515.81	02/14/07	3,016
BABB, PRESTON, CHARLES	00-006864-FH	05/01/14		A	1.00	test	370.00	04/23/14	391
	00-006864-FH	04/30/14		TEST	2.00	test	370.00	04/23/14	391
	00-006864-FH	04/30/14		TEST 1	1.00	test	370.00	04/23/14	391
	00-006864-FH	09/10/07	09/10/07	WAL-MART	54.00		370.00	04/23/14	
	00-006864-FH	02/20/15		WAL-MART	30.00	check	370.00	04/23/14	391
BABBITT, MARKICE, DESEAN, DALO	02-009208-FH	02/20/15		SPEEDWAY GAS STATION	33.00	week	438.90		88
	02-009208-FH	05/01/14	05/01/14	1	1.00	1	438.90		
	02-009208-FH	05/01/14	02/20/15	2	3.00	1	438.90		
	02-009208-FH	05/01/14		3	2.00	2	438.90		383
BALDWIN, LAURA, NICOLE	00-005428-FH	03/24/06		GREEK FLAME	80.00		880.04	04/20/06	3,316
BARR, RONALD, LEE	05-016455-FH	06/13/06		PRM WHOLESALE	50.00		.00	12/14/06	3,078
BEELE, CYNTHIA, EILEEN	03-012676-FH	12/12/06		FLINT COMMUNITY SCHOOLS	25.00		11,670.75	12/12/06	3,080
BELL, JAMAR, JAVONTA	04-014132-FH	02/01/07		SECURITY PACKAGING OF FLINT	20.00		380.00	03/05/07	2,997
BLANTON, JIMMIE,	01-008479-FH	02/09/06		MI DEPT OF TREASURY	93.00		149.50	03/09/07	2,993
BOOSE, SHANISE,	02-010642-FH	10/05/06		GAGS AND GAMES INCORPORATED	60.00		4,404.92	02/21/07	3,009
BRANCH, SHAKEILA, MICHELE	03-012893-FH	02/09/06		MI DEPT OF TREASURY	100.00		120.00		3,386
BROWN, ALPHONZO, EDWARD	03-012095-FH	02/10/06		CITY SECURITY, LTD	50.00		45,582.83	05/10/06	3,296

Page	7	0725 - 7TH CIRCUIT COURT Collections - Wage Assignment Report					5/19/2015	14:26:21	
Selection Parameters:		Cases to Include: All Cases Number of Days: 75		Assignment Type: All		Report Type: Detail			
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Current Amount Due	Last Payment	# of Days
BABB, PRESTON, CHARLES	00-006864-FH			A	2.00	2	.00		
	00-006864-FH			AA	1.00	1	.00		
ABBOTT, AARON, A	03-013249-FH			A	1.00	test	.00		
WADE, JARRETT, ADAM	06-018926-FH			WAL-MART	55.00	week	.00		
STANLEY, MELVIN RAY,	90-043125-FH			1	1.00	1	.00		
	90-043125-FH			2	2.00	2	.00		
VALENTINE, ANTHONY,	91-045796-FH			WAL-MART	50.00	check	.00		
FERENZ, DARRELL, F	99-005044-FH			WALMART	50.00	check	.00		
Total Number of Employer Only Assignments:				8					
Total Number of Open Assignments:				109					
Total Number of Terminated Assignments:				58					
** End of Report **									

Menus: 8. Reporting

Reports: 11. Address Stop

```

D6000DMC                      Address Stop Report Selection          6/09/14  15:15:34
Type choices, press Enter.

Report Selection . . . . . 1      (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non-Payment Plan Cases)

Report Type . . . . . 1          (1 = All Cases)
                                   (2 = Only New Addresses)

F3=Exit   F12=Cancel
  
```

The Address Stop Report will list all cases of the individuals who are on an address stop, whether or not each case has the stop code entered. After the user presses Enter, the Address Stop Report will be submitted to batch and print when the entire report has been generated.

When the 'Report Selection' field equals:

- 1=All Cases – Payment plan and non payment plan cases will be included in the report.
- 2=Payment Plan Cases – Only payment plan cases will be included in the report.
- 3=Non Payment Plan Cases – Only non payment plan cases will be included in the report.

When the 'report type' equals:

- | | |
|----------------------|--|
| 1=All Cases | The report will list all cases for an individual that have an address stop entered on at least one of their cases. |
| 2=Only New Addresses | The report will list only cases that are on an address stop that have a newer address change date than the date the stop code was entered. |

Menus: 8. Reporting

Reports: 11. Address Stop

Screen input edits are as follows:

- The 'report type' field will only accept a "1"=All Cases or "2"=Only New Addresses. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 11. Address Stop

Report Example – All Cases

Page: 1	0725 - 7TH CIRCUIT COURT					5/19/15 14:35:59		
Report Selection: 1=All Cases	ADDRESS STOP REPORT							
Report Type: 1=All								
Name	Date of Birth	Case ID	Pay Plan	File Date	Address	Stop Date	*--Change--*	Date
ABBE, DARIN, JEROME	9/08/73	94-050287-FH	Y	5/10/94	5154 GLEN COVE LANE FLINT MI 47504	10/31/08	4/03/08	DMC
ABBOTT, RONALD, K	12/21/76	98-003740-FH		12/22/98	3217 KANSAS FLINT MI 48506	10/31/08	9/24/08	DMC
ABRAHAM, RANDY,	9/04/67	00-005426-FH		1/11/00	726 ANN ARBOR FLINT MI 48503	8/24/09		
		06-017775-FH		2/24/06	126 W LINSEY FLINT MI 48502	8/24/09		
		95-052998-FH		10/10/95	502 W WITHERBEE FLINT MI 48504	8/24/09		
BREWER, AARON, JAMES	7/08/75	03-013118-FH	Y	12/01/03	84 TEAL AVE SWARTZ CREEK MI 48473	11/11/08	6/19/06	LAA
DALTON, JOSHUA, CALEB	7/21/85	04-014931-FC		10/04/04	1780 BEARINGER ATTICA MI 48412		11/11/13	DMC
		04-015372-FH		12/16/04	1780 BEARINGER ATTICA MI 48412			
DAMON, JASON, RAY	11/16/82	02-009279-FH		1/17/02	6327 W COOK RD SWARTZ CREEK MI 48473	10/06/08		
		04-014770-FH		9/08/04	3409 OAKLAND DR FLINT MI 48507	10/06/08		
DANDRIDGE, DANNY DERRELL,		89-040909-FH		4/04/89				
DANIELS, JAMES, BERNARD	8/12/56	00-006331-FH		6/29/00	1136 ADAMS ST LAPEER MI 00000	10/06/08		
		00-006747-FH		9/15/00	1136 ADAMS ST LAPEER MI 48446	10/06/08		
		01-007946-FH		5/11/01	756 E HAMILTON FLINT MI 48505	10/06/08		
FAIRCLOTH, ROBERT, JOHN	5/06/56	97-000010-FH		1/14/97	NORTH BAY DR #6 FENTON MI 48458	9/22/08		
PARDEE, KEITH, ALLEN	4/28/75	95-053261-FH		12/11/95	3454 HODGINS PKWY BURTON MI 00000	5/28/14		
		95-053270-FH		12/11/95	3454 HODGINS PARKWAY BURTON MI 00000	5/28/14		
PARKER, SHAUN, MICHAEL	9/21/74	00-005531-FH		2/02/00	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		01-007950-FH		5/11/01	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		04-013342-FH		1/14/04	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		05-016871-FH		9/15/05	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG

Page: 2	0725 - 7TH CIRCUIT COURT					5/19/15 14:35:59	
Report Selection: 1=All Cases	ADDRESS STOP REPORT						
Report Type: 1=All							
Name	Date of Birth	Case ID	Pay Plan	File Date	Address	Stop Date	***Change*** Date
RALSTON, ALAN MARK,		85-035331-FH		8/23/85	823 E MAIN ST	10/06/08	
				FLUSHING MI 48433			
		87-037477-FH		2/03/87	7171 BENNETT LAKE RD	10/06/08	
					LINDEN MI 48451		
RALSTON, CHARLES, ANTHONY	1/24/65	03-012072-FC		6/04/03	UNK		
					UNK MI 00000		
RAMEY, WALTER, PEET	7/06/26	96-054887-FH		11/25/96	407 E. WILLIAM ST.		
					FLINT MI 48505		
RAWLS, TERRANCE, LAMAR	7/03/72	05-017302-FC		11/30/05	809 E. PHILADELPHIA	8/09/11	
					FLINT MI 48505		
SAINES, SHAWN, DEWAYNE	2/05/75	06-019449-FH	Y	12/01/06	322 E RUSSELL AVE	10/02/08	
					FLINT MI 48505		
SATKOWIAK, MICHAEL, DUANE	1/18/60	95-051681-FH		1/30/95	3073 W DAYTON 125		
					FLINT MI 48504		
SAUERS, GLENN, THOMAS	9/09/65	05-016852-FH		9/09/05	5649 OAK STREET		
					TOLEDO OH 48429		
UTT, TIMOTHY, SCOTT	8/06/74	05-016942-FH		9/28/05	3963 FAWN BLVD.	6/04/14	
					PRESCOTT MI 48756		
		95-052997-FH		10/10/95	4510 ORKNEY DR	6/04/14	
					FLINT MI 48507		
		96-054702-FH		10/15/96	4510 ORKNEY DR	6/04/14	
					FLINT MI 48505		
		96-054703-FH		10/15/96	4510 ORKNEY DRIVE	6/04/14	
					FLINT MI 48506		
WAKEFIELD, RONALD, DEWAYNE	6/30/84	04-015072-FH	Y	10/28/04	614 W THACKERY	10/08/08	
					FLINT MI 48505		
		05-016939-FH	Y	9/27/05	614 W THACKERY	10/08/08	
					FLINT MI 48505		
		05-017025-FH	Y	10/07/05	614 W THACKERY STREET	10/08/08	
					FLINT MI 48505		
Number of defendants on Address Stop:			20				
Number of cases on Address Stop:			36				
** END OF REPORT **							

Menus: 8. Reporting

Reports: 12. Stop Code

D6000DMC	Stop Code Report Selection	6/09/14 15:18:06
Type choices, press Enter.		
Report Selection	<u>1</u>	(1 = All Cases) (2 = Payment Plan Cases) (3 = Non-Payment Plan Cases)
Select only Stop Code	<u>S</u>	(blank = All Stop Codes) (Code Value)
F3=Exit F12=Cancel		

The Stop Code Report will list all cases of the individuals who have a current stop entered against the case. Stop codes can be user defined within the System Customization area. After the user presses Enter, the Stop Code Report will be submitted to batch and print when the entire report has been generated.

When the 'Report Selection' field equals:

1=All Cases – Payment plan and non payment plan cases will be included in the report.

2=Payment Plan Cases – Only payment plan cases will be included in the report.

3=Non Payment Plan Cases – Only non payment plan cases will be included in the report.

When the 'Select Only Stop Code' equals:

Blank The report will list all cases with a current stop code. The cases selected for the report will be sorted by the user defined stop codes they contain.

Code Value The report will list only cases that have the selected Stop Code Value set for them. The two stop codes that are pre-defined in COLLECT are "A"=Address Stop and "S"= a generic COLLECT stop. Any other codes would be defined by each individual court.

Menus: 8. Reporting

Reports: 12. Stop Code

Screen input edits are as follows:

- The 'report type' field will only accept a "blank"=All Stop Codes or any other code value A-Z and 0-9. If no cases are found for a particular code value, no detail will be printed on the report. .

Screen function keys are as follows:

F3=Exit	Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 12. Stop Code

Report Example

Page: 1		0725 - 7TH CIRCUIT COURT		5/19/15 14:30:55					
Report Selection: 1 = All Cases		STOP CODE REPORT							
Report Type: Only Include Stop Code - S									
Name	Date of Birth	Case ID	Stop Code	Case Status	Close Date	Balance Due	Payment Plan	*--Last Payment--*	Stop Date
Stop Code: S - Stop Send Overdue Pymt Notice				Rmv - Start Send	Overdue Pymt Notice				
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	S	C	5/04/04	105.00		15.00 6/12/13	5/13/14
ABELS, NATHEN, TILDON	4/26/87	07-019710-FH	S	C	2/26/07	15,746.97			
ABERNATHY, LYNDON, DALE	10/17/62	04-013979-FH	S	C	6/28/04	120.00	Y		8/24/09
ABRAMS, TRELECIA, ENNETTE	10/26/66	93-049149-FH	S	C	10/29/93	30.00			3/09/11
ADAMS BAIL BOND AGENCY,,	8/26/74	06-018222-FH	S	C	11/29/06	744.00			
ADAMS BAIL BOND AGENCY,,	6/12/87	06-018205-FC	S	C	9/19/06	744.00			
ADAMS BAIL BONDS, ,	10/29/73	05-015774-FH	S	C	4/15/05	445.00		580.00 5/15/06	
ADAMS BAIL BONDS, ,	10/18/74	06-019072-FH	S	C	12/08/06	744.00			
ADAMS, EMANUEL, JOSE	12/02/67	05-016072-FH	S	C	6/06/05	570.00	Y		5/14/12
ALEXANDER, ANDRAY,	6/03/67	00-006590-FH	S	C	3/09/01	210.00			
ALEXANDER, ANDRAY,	6/03/67	06-018012-FH	S	C	5/30/06	91.69		124.31 2/21/07	
ALLEN, MICHAEL, SHAE	10/30/66	04-014688-FH	S	C	3/04/05	504.00			
ALLEN, MICHAEL, SHAE	10/30/66	92-047931-FH	S	C	2/09/93	30.00			
ALLEN, MONTRELLE, DERON	3/09/86	05-016484-FH	S	C	8/22/05	258.00		450.00 10/10/05	
AMERSON, MARQUAL, DEATEON	10/19/87	05-015646-FH	S	C	3/28/05	744.00			
AMES, MARK, AUSTIN	8/17/84	06-017677-FH	S	C	3/27/06	600.00		595.00 3/27/06	
ANDERSON, ROBERT, JAMAL	1/13/84	06-018682-FH	S	C	12/13/06	744.00	Y		
ARTER, STEPHEN, MICHAEL	8/10/78	06-018813-FH	S	C	10/03/06	844.00	Y	80.00 2/15/07	
ASBERRY, ZONTE, LESHONE	2/05/79	03-012662-FH	S	C	11/04/03	725.00			11/03/10

Page: 15	0725 - 7TH CIRCUIT COURT						5/19/15 14:30:55		
Report Selection: 1 = All Cases	STOP CODE REPORT								
Report Type: Only Include Stop Code - S									
Name	Date of Birth	Case ID	Stop Code	Case Status	Close Date	Balance Due	Payment Plan	*--Last Payment--*	Stop Date
WILDFONG, THOMAS, GORDON	1/15/73	04-015126-FH	S	C	12/14/04	820.00			
WILDFONG, THOMAS, GORDON	1/15/73	04-015151-FH	S	C	12/14/04	770.00			
WILDFONG, THOMAS, GORDON	1/15/73	04-015152-FH	S	C	12/14/04	10,523.94			
WILDFONG, THOMAS, GORDON	1/15/73	04-015153-FH	S	C	12/14/04	15,962.58			
WILLIAM, RICKEY, ALLEN	4/22/81	04-014716-FH	S	C	7/21/06	120.00		500.00	10/11/04
WILLIAMS, AARON, III	4/22/81	04-014716-FH	S	C	7/21/06	120.00		500.00	10/11/04
WILLIAMS, ANTHONY, PIERCE	1/20/86	05-016158-FH	S	C	7/15/05	450.00			
WILLIAMS, ANTHONY, PIERCE	1/20/86	05-016159-FH	S	C	7/15/05	450.00			
WILLIAMS, DENNIS, ROIMAN	10/25/88	06-018237-FC	S	C	12/22/06	744.00			
WILLIAMS, TAMEEKA, VENICE-ROSE	11/16/81	06-018979-FH	S	C	11/20/06	216.00	Y		
WOLFE, MARK, ANTHONY	11/28/70	04-014927-FH	S	C	10/13/05	144.00		150.00	12/27/04
WOLFE, MARK, ANTHONY	11/28/70	05-016976-FH	S	C	10/28/05	288.00			
WOLFE, MARK, ANTHONY	11/28/70	05-016978-FH	S	C	10/28/05	144.00			
WOODYARD, AMIN, HANEFFSHABAZZ	5/08/88	05-016349-FH	S	C	7/14/05	116.00		10.00	6/12/06
YACK, ARTHUR, BRUCE	8/02/61	98-003467-FH	S	C	12/01/98	60.00			3/10/08
ZOVISHLACK, ANNETTE,	2/24/81	05-016570-FH	S	C	8/25/05	444.00			
ZUDELL, FORREST, LEE, #317200	11/03/53	04-015095-FH	S	C	12/15/04	120.00			5/04/12
Total number of defendants with Stop Code:			243		Balance Due: 1,986,149.46				
Total number of cases with Stop Code:			299						
** END OF REPORT **									

Menus: 8. Reporting
Reports: 13. Incomplete Address

```

D6000DMC                               Incomplete Address Report          9/08/09  10:57:30

To submit job to batch, press Enter.


There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.


F3=Exit  F12=Cancel

```

The Incomplete Address Report will list all individuals with a felony in the case master file with a blank Street, City, State and/or Zip Code. After the user presses Enter, the Incomplete Address Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

F3=Exit	Exits the Incomplete Address Report Selection and returns the user to the COLLECT System Reporting Menu.
---------	--

F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports: 12. Incomplete Address

Report Example

Page: 1	25 - 7TH CIRCUIT COURT INCOMPLETE ADDRESS REPORT					9/10/09 16:46:30
Name	Date of Birth	Case ID	Closed Date	Address	Stop Code	Amount Due
ABERNATHY, DAVID, SCOTT	11/23/71	93-048415-FH	8/12/93	1001 N. STATE STREET #517 DAVISON MI		30.00
ABRAHAM, SHADEED, AMEAR	5/18/78	95-053248-FC	5/15/98	502 W. WITHERBEE FLINT MI		60.00
ACHTEN, ANTHONY,	4/01/73	93-048316-FH	6/22/93	8902 JOSE LAKE ROAD SOUTH BRANCH MI		30.00
ADAMS, MARK, ANTHONY	4/18/61	06-018370-FC	2/08/07	2069 EAST. 81ST, #1 "		60.00
ADAMS, MICHAEL, ANTHONY		91-045314-FH	10/15/91			30.00
ALLEN, ALVA, REBEAR	10/01/60	98-001946-FH	3/19/98			129,393.48
		98-001947-FH	3/20/98			129,393.48

Menus: 8. Reporting

Reports: 14. 3rd Party Collection Payment

```

D6000DMC          3rd Party Collection Report Selection    9/09/09  11:10:49
Type choice, press Enter.
Date paid range . . . . . 01/01/09 to 9/09/09
Number of Days for Payment Received . . . 30 (Number)

F3=Exit  F12=Cancel
  
```

The 3rd Party Collection Payment Report Selection will allow the user to print the 3rd Party Payment Report for a specified date range and a number of days for payment. Type in the date range in MM/DD/YY format (if different from current date default), select the number of days for payment (if different from retrieved customization value) and press Enter. The 3rd Party Collection Payment Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the Events that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

Screen input edits are as follows:

- The 'Number of Days for Payment received' field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits the 3 rd Party Collection Payment Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

 Reports: 14. 3rd Party Collection Payment
 Report Example

Page: 44	0725 - 7TH CIRCUIT COURT					9/09/09	11:28:59
Date Range: 1/01/09 To 9/09/09	3rd Party Collection Report						
	Number of Days for Payment Received: 30						
Name	Date of Birth	Case ID	Date Sent to Collection	Amount Paid Within 30 Days	Date Paid	Amount Paid After 30 Days	Balance Due
Account Totals:				Paid Within		Paid After	
COURT COSTS				5,177.50		22,625.10	
CRIME VICTIM FEE				1,723.78		5,774.30	
STATE MINIMUM COSTS				1,863.77		6,324.74	
ATTORNEY FEE				419.00		3,840.25	
FINES				1,389.00		5,940.00	
LATE FEE				494.00		5,632.92	
JAIL PROCESSING FEE				80.00		360.00	
REIMBURSEMENT				80.00		370.00	
DRUG COURT FEE				.00		550.00	
				11,227.05		51,417.31	
** END OF REPORT **							

Page: 1	0725 - 7TH CIRCUIT COURT					9/09/09	11:28:59
Date Range: 1/01/09 To 9/09/09	3rd Party Collection Report						
	Number of Days for Payment Received: 30						
Name	Date of Birth	Case ID	Date Sent to Collection	Amount Paid Within 30 Days	Date Paid	Amount Paid After 30 Days	Balance Due
ABRAMS, RONSINSKI, DEVELLE	1/03/68	08-022131-FH COURT COSTS	8/03/09	74.00 74.00	8/06/09	.00 .00	470.00
ADAMS, BRUCE, DONELL	10/30/88	08-022440-FH CRIME VICTIM FEE STATE MINIMUM COSTS	11/05/08	.00 .00		3.75 3.75	
ADAMS, BRUCE, DONELL	10/30/88	08-022441-FH CRIME VICTIM FEE STATE MINIMUM COSTS	11/05/08	.00 .00		3.75 3.75	1,593.00
ADCOCK, JOSHUA, EDWARD	7/26/79	07-020866-FH COURT COSTS	5/15/09	15.00 15.00	2/03/09	10.00 10.00	394.00
ALEXANDER, IVAN, BRUCE	12/12/64	07-021902-FH CRIME VICTIM FEE STATE MINIMUM COSTS ATTORNEY FEE	8/17/09	15.00 15.00 70.00 100.00	2/13/09 2/13/09 3/13/09	.00 .00 .00	516.00
ALEXANDER, LUTHER, ANTONIO	1/24/66	07-021110-FH CRIME VICTIM FEE STATE MINIMUM COSTS	1/02/09	.00 .00		25.00 25.00	700.00

Menus: 8. Reporting**Reports: 15. Incarceration Release Date**

```
D6000DMC      Incarceration Release Date Report Selection      6/15/11  15:08:51

Type choice, press Enter.

Days within Release Date . . . . . 90 (Number of days)

Include all Expired Release Dates . . . N (Y=Yes, N=No)


F3=Exit  F12=Cancel
```

The Incarceration Release Date Report Selection will allow the user to print the list of defendants set to be release within the number of days selected. The Incarceration Release Date Report will be submitted to batch and print when the entire report has been generated.

When the 'Days within Release Date' field equals:

The number of days from the current date the program looks to determine whether or not the defendant is to be released. If the release date is within range, it will be included on the report.

When the 'Include all expired release date' field equals:

Y=Yes – All previously expired release date defendants will be included on the report.

N=No – Only future release date defendants from the current date will be included on the report.

Menus: 8. Reporting

Reports 15: Incarceration Release Date

Screen input edits are as follows:

- The 'Days within Release Date' field will only accept a whole non-zero number. Any other value will generate an edit error.
- The 'Include all Expired Release Dates' field will only accept Y=Yes, or N=No.

Screen function keys are as follows:

F3=Exit	Exits the Incarceration Release Date Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports 15: Incarceration Release Date

Report Example

Page	1	0725 - 7TH CIRCUIT COURT			6/15/11	15:11:05
Collections - Incarceration Release Date Report						
Release dates set to expire within 90 days. Include all expired dates = No						
Name	DOB	Case ID	Incarceration	Release Date		
ABBOTT, RONALD, K	12/21/76	98-003740-FH	Prison	07/30/11		
FELDER, MICHAEL, LAMONT	01/15/74	01-009128-FH	Jail	07/01/11		
FERGUSON, DEANGELO, WAYNE	12/30/84	03-012801-FH	Prison	06/25/11		
RABY, JASON, ANTHONY	09/22/71	05-016388-FH	Jail	08/10/11		
Total Defendants set to Expire:		4				
Total Cases set to Expire:		4				
** End of Report **						

Menus: 8. Reporting

Reports: 16. Deceased Defendant

D6000DMC	Deceased Defendant Report Selection	6/15/11	15:32:42
Type choice, press Enter.			
Deceased Date Range . . . 01/01/11 to 6/15/11			
F3=Exit F12=Cancel			

The Deceased Defendant Report Selection will allow the user to print the list of deceased defendants within the date range selected. The Deceased Defendant Report will be submitted to batch and print when the entire report has been generated.

When the 'Deceased Date Range' field equals:

A valid 'To' and 'From' date will select records within the selected range.

Screen function keys are as follows:

F3=Exit	Exits the Deceased Defendant Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports 16: Deceased Defendant

Report Example

Page: 1	0725 - 7TH CIRCUIT COURT					6/15/11 15:33:05	
DECEASED DEFENDANT REPORT							
Deceased Date Range: 1/01/11 To 6/15/11							
Name	Date of Birth	Case ID	Balance Due	Deceased Date	Source	Entry Date	Entry User
ABDULLAH, AHMAD, HAMEE	11/30/80	00-006536-FH	.00	04/27/11	SOS	05/10/11	D6000DMC
		03-012014-FH	770.00	04/27/11	SOS	05/10/11	D6000DMC
ABRON, JERMAINE, KASHAD	10/01/78	03-011689-FH	695.00	01/01/11	SOS	05/10/11	D6000DMC
DADOVICH, PETER, ALLEN	08/28/74	04-014052-FH	7,549.79	02/28/11	SOS	05/10/11	D6000DMC
		99-004355-FH	60.00	02/28/11	SOS	05/10/11	D6000DMC
EADY, DANIEL, MONDRELL	01/20/82	04-015265-FH	782.00	04/01/11	SOS	05/10/11	D6000DMC
		05-016663-FH	1,664.00	04/01/11	SOS	05/10/11	D6000DMC
EAREGOOD, WILLIAM, JOSEPH,	06/08/69	90-042725-FC	1,120.00	04/10/11	MICH LOOKUP	05/10/11	D6000DMC
FARMER, MENZELL, DUJUAN	05/08/73	04-013909-FH	370.00	03/31/11	SOS	05/10/11	D6000DMC
		05-015642-FH	444.00	03/31/11	SOS	05/10/11	D6000DMC
GARDNER, ANTHONY, J.	10/30/78	96-053572-FH	40.00	05/01/11	NEWSPAPER	06/02/11	D6000DMC
HALEY, WESLEY, READE	12/17/78	00-006673-FH	3,111.36	01/31/11	SOS	05/10/11	D6000DMC
		06-017707-FH	1,270.00	01/31/11	SOS	05/10/11	D6000DMC
		06-017709-FH	945.00	01/31/11	SOS	05/10/11	D6000DMC
IVORY, ALPHONZO, MARCELLAS	01/26/78	02-009951-FH	10.00	03/31/11	SOS	05/11/11	D6000DMC
		05-015650-FH	788.00	03/31/11	SOS	05/11/11	D6000DMC
		05-015651-FH	744.00	03/31/11	SOS	05/11/11	D6000DMC
PAGE, ASHANTI, JAMAL	11/23/74	04-015222-FH	816.00	06/01/11	SOS	06/14/11	D6000DMC
RACHAR, DAVID, ALAN	03/25/61	03-012775-FC	120.00	05/01/11	SOS	05/10/11	D6000DMC
SANDERS, MONTE, ANTHONY	07/18/77	01-007452-FC	60.00	04/22/11	SOS	05/10/11	D6000DMC
		97-000935-FH	60.00	04/22/11	SOS	05/10/11	D6000DMC
ULANSKI, JAMES, ARTHUR		92-047801-FH	30.00	02/02/11	DEPT OF VITAL STATS	05/11/11	D6000DMC
VALDEZ, CURTIS, DREW	02/13/68	03-011444-FH	40,993.25	02/22/11	DEPT OF VITAL STATS	05/11/11	D6000DMC
WADSWORTH, RYAN, THOMAS, #512372	08/28/87	05-015635-FH	558.00	05/10/11	MICH LOOKUP	05/10/11	D6000DMC
WAKEFIELD, RONALD, DEWAYNE	06/30/84	04-015072-FH	620.00	03/30/11	INTERNET RECORDS	05/11/11	D6000DMC
		05-016939-FH	144.00	03/30/11	INTERNET RECORDS	05/11/11	D6000DMC

Menus: 8. Reporting

Reports: 17. Payment Plan Past Due

```

D6000DMC          Payment Plan Past Due Report Selection  9/25/13  09:04:23
Type choices, press Enter.
Targeted Past Due Range . . . 90 to 120    (Number of Days, 999 = Forever)

F3=Exit  F12=Cancel
  
```

The Payment Plan Past Due Report lists all of the individuals who are not current with their payment plan and fall between the past due day range entered on the prompt screen. This report will calculate the past due days using the following calculation:

CURR = Current amount that should have been paid from Date of Agreement (or Re-Amort)

ACTUAL = Actual amount that was paid since Date of Agreement (or Re-Amort)

ARREAR = Amount past due, where if paid the pay plan would be current

THRU = Number of days paid thru based on pay plan parameters

PASTDUE = Number of days from THRU to current date

$CURR - ACTUAL = ARREAR$

ACTUAL amortized over the payment schedule = THRU

Today's date – THRU = PASTDUE (number of days)

After the user presses Enter, the Payment Plan Past Due Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan Past Due Report Selection prompt and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting

Reports 17: Payment Plan Past Due

Report Example

Page	1	0725 - 7TH CIRCUIT COURT Collections - Payment Plan Past Due Report						9/26/13	9:16:57
Targeted Range: 400 to 900 Days									
Name	Birth	Agreement or Re-Amort	Type	Amount Per	Current Balance	Amount Collected	Arrearage	Past Due	
ABELS, NICHOLAS, JOHNATHAN	11/02/88	7/07/11	MONTHLY	20.00	15,736.97	.00	520.00	790	
SMITH, CHARLES, CORNELIUS	3/28/85	12/16/11	MONTHLY	30.00	378.45	.00	378.45	633	
TAITE, PATRICIA, ANN,	1/03/59	3/29/12	MONTHLY	20.00	180.00	.00	180.00	513	
ABERNATHY, LYNDON, DALE	10/17/62	6/11/12	MONTHLY	10.00	120.00	.00	120.00	440	
DAMON, DAVID, DUANE	12/31/76	7/20/12	MONTHLY	50.00	2,050.00	.00	700.00	433	
Total Number of Targeted Payment Plans:				5	18,465.42	.00	1,898.45		
** End of Report **									

Menus: 9. Database / Miscellaneous

```

D6000DMC          Circuit COLLECT System Database/Misc Menu  9/03/08  13:09:46

Select one of the following:

Misc Maintenance:   1. Statement Mailer / Notification Letter Text
                   2. Prison / Jail Code
                   3. Name Synchronization
                   4. Track Returned Statements

Clean-up:           5. Re-Organize Circuit COLLECT Database Files

Save:               6. Backup Circuit COLLECT System to Tape

Type selection, press Enter.  ==> __

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

This screen will be displayed to the user when 9. Database is selected from the main menu. This option allows the user to maintain the Collect Systems database.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect Main Menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 1. Statement / Notification Letter Text**

```

D0800DMC      Statement Mailer / Notification Letter Text      1/12/07  14:30:42
Type options, press Enter.      (  1 - 100  Standard Statement)
2=Change      4=Delete      Text ID Range: (101 - 800  Notification Letter)
                                      (801 - 900  Warrant Letter)
                                      (901 - 999  Warrant Statement)

Opt   ID   Statement Text (First 8 Lines)
=     1     The 99 Circuit Court has installed a new computer
          system to track people who have outstanding fines and
          costs.  Our records indicate your account is past due.
          STANDARD
          +-----+
          | YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY! |
          +-----+
          Failure to pay in full will result in a warrant placed for
          your arrest along with additional fines and court costs.
          _     2     The 99 Circuit Court has installed a new computer
          system to track people who have outstanding fines and
          costs.  Our records indicate your account is past due.
          STANDARD
          *
          PLEASE RESOLVE THIS IMMEDIATELY.

          _____
                                     More...

F3=Exit  F6=Add  F12=Cancel
  
```

This screen is displayed to the user when 1. Statement Mailer / Notification Letter Text is selected on the previous screen. It displays a list of available texts and allows the user to change an existing text or add a new text.

Screen input edits are as follows:

- A 2=Change or 4=Delete are the only valid options, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement/Notification Letter Text Selection and returns the user to the Database Menu.
F6=Add	Will allow the user to add a new text.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 1. Statement / Notification Letter Text**

```

D0800DMC      Statement Mailer / Notification Letter Text      1/12/07  14:31:28

Type choice, press Enter.

Text ID  . . . . .  (  1 - 100  Standard Statement Mailer)
                (101 - 800  Notification Letter)
                (801 - 900  Warrant Letter)
                (901 - 999  Warrant Statement Mailer)

F3=Exit  F12=Cancel

```

The Statement Text Maintenance screen will appear when F6=Add is selected from the previous screen. It allows the user to add a message to be printed on the statements and the notification letters. The statement text number directly relates to the current statement number printed on the statements. The statement number must be a non-zero number used to indicate which text is to be associated with the current run of statements/mailers. Usually there will be no more than three (3) different statement texts, because when an individual has not responded after three notices, they will probably not respond and more severe action will need to be implemented.

Screen input edits are as follows:

- A number between 1 and 999 must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Text Maintenance and returns the user to the Database Menu.
F12=Cancel	Exits Statement Text Maintenance and returns the user to the Statement Text Selection screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement / Notification Letter Text
1 thru 100 (Statement or Postcard) or
901 thru 999 (Warrant Statement or Postcard)

```

D0800DMC      Statement / Warrant Mailer Text Maintenance      1/12/07  14:34:28

Type text, press Enter.

Text ID . . . . . :    1
Start first line HERE.
                    |
                    v
Text . . .      =_____The 99 Circuit Court has installed a new computer
                    system to track people who have outstanding fines and
                    costs. Our records indicate your account is past due.
                    +-----+
                    | YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY! |
                    +-----+
                    Failure to pay in full will result in a warrant placed for
                    your arrest along with additional fines and court costs.
                    _____

F3=Exit  F12=Cancel  F16=Delete
  
```

The above screen will be displayed when the user selects an option 2=Change from the Statement Text Selection screen or when the user selects a text number from the Statement Text Maintenance screen. It allows the user to add or change the message displayed on the mailers. The program will bring up the current statement text for that number or bring up a blank screen to add new statement text. The user should enter the text message exactly how it is to be printed on the mailers and letters. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- A message to print on the statement must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Text Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Selection Screen or the Statement Text Maintenance Screen.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 1. Statement / Notification Letter Text**

**101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

<u>Text ID</u> 101	99th Circuit Court
Letterhead:	122 Justice Blvd. Courthouse, MI 49999
	***** OVERDUE PAYMENT NOTICE *****
Date:	1/12/07
Inside Address:	JOHN EDWARD DOE 123 MAIN STREET APT# 1A ANY TOWN, MI 48999
Salutation:	Dear JOHN EDWARD DOE:
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Press ENTER to define letter body. </div>
F3=Exit F12=Cancel	Legend █ = Predefined █ = JIS Data █ = Variable █ = Hardcoded

The Notification Letter layout screen shows the user the layout of the Notification Letter. The user just needs to press Enter on this screen to advance to the next screen to edit the body of the Notification Letter.

The 'Letterhead' information is retrieved from the Notification Letter Heading maintenance in the customization area. If the court wishes to print the letter on pre-printed stationery, simply blank out all information in the customization area for Notification Letter Headings.





The 'Date' is the current system date.

The 'Inside Address' and 'Salutation' is retrieved from the JIS case master file based on the selected case.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Maintenance Screen.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 1. Statement / Notification Letter Text****101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

Text ID 101	Dear JOHN EDWARD DOE:	
	It has come to our attention that your balance is overdue.	
	Please send payment within 15 days or additional costs may	
	be assessed and/or a warrant will be issued for your	
	arrest.	
Body:		
Case	Overdue case(s) and amount due is listed below.	
Detail:	XXXXXXXXXX \$99,999.99	XXXXXXXXXX \$99,999.99
	YOUR TOTAL BALANCE DUE IS: \$999,999.99	
Payment	Payment can be made by credit card or money order. No	
Information	personal checks. Court hours are Monday thru Friday, 8:30	
and	to 4:30.	
Additional		
Information:		
Closing:	99th Circuit Court	
	Collection Department	
F3=Exit	F12=Cancel	F16=Delete
		Legend  = Predefined  = Variable  = JIS Data  = Hardcoded

The second Notification Letter layout screen allows the user to add, change or delete the text that will print on the letter. There are two places to enter text, the 'body' section of the letter and the 'payment and any additional information' section of the letter. The user enters the text and presses Enter to save the new or changed Notification Letter. The user should enter the text exactly how it is to be printed on the letter. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- The body of the letter must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Selection Screen or the Statement Text Maintenance Screen.
F16=Delete	Deletes the Notification Letter and returns the user to the Statement Text Selection Screen or the Statement Text Maintenance Screen. There is no verification screen with the delete, so the user needs to make sure they want to delete the letter before the "F16=Delete" key is pressed.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 2. Prison / Jail Code****ATTENTION** 

This feature is reserved for future use and is not currently being used.

```

D0800DMC          Circuit Court Prison/Jail Maintenance    1/12/07  14:54:23

Position to code . . . _____

Type options, press Enter.
2=Maintain Prison/Jail

Opt P/J Code      Name
--  -  -  -
  P  ALGER MAX    ALGER MAXIMUM CORRECTIONAL FACILITY
  P  BARAGA      BARAGA MAXIMUM CORRECTIONAL FACILITY
  P  BELLAMY CR   BELLAMY CREEK CORRECTIONAL FACILITY
  P  BOYER RD     BOYER ROAD CORRECTIONAL FACILITY
  P  BRIGHTON    CAMP BRIGHTON
  P  BROOKS      EARNEST C BROOKS CORRECTIONAL FACILITY
  P  CARSON CTY   CARSON CITY CORRECTIONAL FACILITY
  P  CHAS EGELR   CHARLES EGELER RECEPTION & GUIDANCE CENTER
  P  CHIPPEWA     CHIPPEWA CORRECTIONAL FACILITY
  P  CMP BRANCH   CAMP BRANCH
  P  COOPER ST    COOPER STREET CORRECTIONAL FACILITY
  P  CUSINO      CAMP CUSINO
  P  DANS        DANS PRISON

More...

F3=Exit  F6=Add  F12=Cancel
  
```

The Prison / Jail Code Selection Screen will be displayed to the user when 4. Prison / Jail Code is selected from the Database menu. It allows the user the ability to change an existing code or add a new code.

Screen input edits are as follows:

- The option column will only accept a 2=Maintain Prison/Jail, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Selection and returns the user to the Database Menu.
F6=Add	Allows the user to add a new Prison / Jail code.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 2. Prison / Jail Code

```

D0800DMC          Circuit Court Prison/Jail Maintenance    1/12/07  14:55:27

Type information, press Enter.

Prison or Jail . . . : P
Code . . . . . : ALGER MAX

Name . . . . . ALGER MAXIMUM CORRECTIONAL FACILITY
Address 1 . . . . INDUSTRIAL PARK DRIVE
Address 2 . . . . PO BOX 600
City/ST/Zip . . . MUNISING MI 49862

Phone Number 1 . . . 906-387-5000
Phone Number 2 . . .                     

F3=Exit   F12=Cancel   F16=Delete
  
```

The Prison / Jail Code Maintenance Screen will be displayed to the user when option 2=Maintain Prison/Jail is selected or F6=Add is pressed on the previous screen. When adding, a blank screen will be displayed so the user can add a new code. On a change the screen will be filled in with the information already in the system. When the user has finished adding or changing a code they just need to press Enter to update the system with the new information.

Screen input edits are as follows:

- All fields must be filled in except Address 2 and Phone Number 2, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Selection and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Prison / Jail Code Selection Screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 3. Name Synchronization

_D0800DMC	Name Synchronization	1/12/07 15:13:58
-----------	----------------------	------------------

To submit job to batch, press Enter.

There are no selection parameters associated with this job. Press Enter to submit the job to batch, otherwise press F3=Exit or F12=Cancel to return to the menu.

F3=Exit F12=Cancel

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names and date of birth match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run.

Screen function keys are as follows:

F3=Exit	Exits Name Synchronization and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 4. Track Returned Statements**

D6000DMC	Track Returned Statements	6/09/14 15:42:23
Type choices, press Enter.		
Stop Code Action.	<input type="checkbox"/>	(A=All Cases Stopped) (M=Manually Determine)
Case Id	<u>00-000000</u>	
F3=Exit F10=Address Sync F12=Cancel		

The Track Returned Statements screen allows the user to enter or scan in a case id from a returned statement and put an address stop on all cases with the same name/date of birth combination.

Screen input edits are as follows:

- Stop Code Action is a required field. The user must select whether to unconditionally stop all cases (Value = "A") or to manually determine the action based on additional information presented to them on the following screen (Value = "M").
- Case id is a required field. A blank case id will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
F10=Address Sync	This calls into the Address Sync program to allow the user to update all selected addresses.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous**Misc Maintenance: 4. Track Returned Statements****Manual Action**

D6000DMC

Track Returned Statements - Manual Action

6/09/14 15:52:03

Type options, press Enter.

1=Select & Sync All

9=Stop All

A=Address History

Opt	Name/Address	P/D	Birth	Case	Address Last Updated
█	TAYLOR, MARUAN, LOVELL	D01	11/11/69	01-008690-FH	9/18/01
	1430 MASON ST			Status: C	
	FLINT MI 48503			Amt Due: 60.00	
	Filed: 9/18/01 WEAPONS-FIREARMS-POSSESS				
-	TAYLOR, MARUAN, LOVELL	D01	11/11/69	06-018294-FH	5/22/06
	5418 MARJA			Status: C	
	FLINT MI 48505			Amt Due: 1,110.00	
	Filed: 5/22/06 FLEE & ELUDE				

F3=Exit

F10=Address Sync

F12=Cancel

Bottom

This screen will display to the user all open cases associated with the returned mail. The intent is to manually review all addresses on file and possibly update all the cases to the newest address on file. This could eliminate the extra work of automatically stopping all cases, then look for a newer address and lifting the address stop.

Once all open cases and their addresses have been reviewed, the user can select to synchronize all cases listed with the selected cases address (1=Select & Sync All). If no addresses are current, the user can select to place an Address Stop on all cases listed (9=Stop All). To look at any address history to help make a decision, the user can use option A=Address History to look at all prior address that are stored in the system.

Screen function keys are as follows:

F3=Exit	Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
F10=Address Sync	This calls into the Address Sync program to allow the user to update all selected addresses.
F12=Cancel	This key will return the user to the previous case selection screen. No updates will be performed.

Menus: 9. Database / Miscellaneous**Clean-Up: 5. Re-Organize Circuit Collect Database Files**

<code>_D0800DMC</code>	Re-organize Circuit Court Collect Files	1/12/07	14:56:29
<p>You are about to re-organize all of the Circuit Court Collection System database files. Before you press Enter, make sure the following conditions are met:</p> <ol style="list-style-type: none">1. No users are working in the Circuit Court Collect System.2. All batch jobs for the Circuit Court Collect System have completed. <p><u>Press Enter to start the database file re-organize.</u></p> <p>F3=Exit F12=Cancel</p>			

The Re-organize Collection Files prompt will allow the user to perform “housekeeping” on all of the Collection System files. When the database files are re-organized, the disk spaced used by deleted records is reclaimed and reused, keeping the disk space usage to a minimum. The prompt screen reminds the user to make sure there are no other users currently using the Collections System and that all batch jobs have completed. When satisfied that these conditions are met, press Enter to start the re-organization process.

Screen function keys are as follows:

F3=Exit	Exits Re-organize Collection Files prompt screen and returns the user to the Database Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous**Database: 6. Backup Circuit Collect System to Tape**

```

D0800DMC      Circuit Court Collect System Database Backup      1/12/07  14:58:02

Type choice, verify conditions, press Enter.

Tape device . . . . . TAP01

Before you press Enter, make sure the following conditions are met:

    1. No users are working in the Circuit Court Collect System.

    2. All batch jobs for the Circuit Court Collect System have completed.

    3. The correct tape is loaded in the above device.

Press Enter to submit the database file backup to batch and begin at 4:00 a.m.

NOTE - To backup the Circuit Collection System software library, all
       non-system libraries, and/or the entire system, refer to
       your backup documentation.

F3=Exit   F12=Cancel
  
```

The Backup Collections System Database Files screen will allow the user to backup all files to the tape device specified. The prompt screen reminds the user to make sure there are no other users currently using the Collections System, all batch jobs have completed, and the correct tape is loaded in the tape device selected. When satisfied that these conditions are met, press Enter to start the Collections System Database File Backup to tape process.

Screen input edits are as follows:

- The tape device name must exist on your system. If an invalid tape device name is entered, an edit error will be generated.

Screen function keys are as follows:

F3=Exit	Exits Backup Collections System Database Files screen and returns the user to the Database Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

```

D6000DMC      Circuit COLLECT Sys Tax Garnishment Processing  9/25/13  11:51:53

Select one of the following:

Test File:      TF. Create Test File (Required if submitting data file)
Net Server Menu: NS. NETS Menu to Configure "Share" to Data File

-----

Forms:          1. Request and Writ for Tax Garnishment
                  2. Proof of Service

Inquiry - Form:  3. Tax Garnishment Filing History - Release (Cur Year)
                  4. Tax Garnishment Filing Archive - Release (Prv Years)

Yearly Reset:    5. Tax Garnishment File Reset - Archive
                  6. Tax Garnishment Regenerate from Archive
                  7. Potential Tax Garnishment Cases Report

Type selection, press Enter.  ==> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
  
```

When the user takes an option 10. Tax Garnishment Processing from the main menu, the above screen will be displayed.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect Main Menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Test File: TF. Create Test File (Required if submitting data file)

This menu option is required if your court plans on submitting a data file to the Michigan Department of Treasury (MDOT). This program will take the first 50 Tax Garnishment records and format the data so your court can satisfy the testing requirements defined by MDOT. You must have at least 50 cases in TaxR status to generate the test file successfully.

A report will generate for verification purposes.

There will NOT be a screen displayed when this menu option is executed. Status messages will appear at the bottom of the screen during the process. When complete, the message: **"Test File created in IFS folder: /TEST-Your Court Name"** will be displayed on the bottom of the screen. If an error occurs, it will be displayed on the bottom line of the screen instead of the completion message. If an error occurs, you should contact DMC to get the matter resolved.

Once the test file is generated, it will be up to the court to get that test file on an acceptable media (defined by MDOT). In order to view the generated test file, you must first "map a network drive" to the IFS share name TESTCCxxxxyy where xxxx is your JIS court ID and yy is the current year. For example, if your JIS court ID is 0725 and you generated the file in 2011, then your share name will be TESTCC072511.

The next step is to map a network drive to the share name. To do this, launch windows explorer on your PC, select "Tools", then "Map Network Drive...". Select an unused drive letter in the "Drive" box and enter the following in the "Folder" box: [\\xxx.xxx.xxx.xxx\TESTCCxxxxyy](#) where the [xxx.xxx.xxx.xxx](#) is the IP address of your AS/400 or iSeries and TESTCCxxxxyy is your court defined share name (defined above). When the drive is mapped, it will look exactly like every other drive on your PC (like the C: drive). You will find the test file named GARNISH.DAT in a folder named MM-DD-YYYY_99 where MM is current month number, DD is current day number, YYYY is current year number and 99 is a number ranging from 01 to 99 depending on how many times you generated the test file on that particular day. You will want the most current. You will then copy the GARNISH.DAT file to the media you will send to MDOT for testing. The file name you send to MDOT must be named GARNISH.DAT, so do not rename this file. Also, that should be the only file on the media.

This burning process is difficult to document because it will likely require some additional software loaded on your PC. (CD/DVD burning software) Please refer to that software documentation to copy or burn the GARNISH.DAT file to the media.

If you need any assistance with this process, please call DMC. Please note, there may be consulting service fees by DMC associated with this assistance.

Menus: 10. Tax Garnishment Processing
Test File: TF. Create Test File (Required if submitting data file)
Report Example

This report will generate for the user to verify the test data sent to MDOT. All information will be correct except the status column will contain "TEST" and all SSN's will start with 111-11. The last 4 digits will correspond to the defendants SSN.

Page: 1	0725 - 7TH CIRCUIT COURT			Fed ID: FED123456	6/15/11 16:54:3
Sort Order: DEFENDANT NAME	TAX GARNISHMENT TEST FILE LIST REPORT			Agency: 99TH CIRCUIT COURT	
Defendant Name	Case ID	Stat	SSN	Current Amt Due	Plaintiff
ABBOTT, LEONARD, GUESS 2807 EATON PLACE FLINT, MI 48506	04-013800-FH	TEST	111-11-3333	120.00	People of the State of Michiga c/o 7th Circuit Court 900 S. Saginaw St. FLINT, MI 48502 Prosecutor: AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 Phone: 313-965-8600
ADAMS, MARQUES, TERRELL 606 E BISHOP AVE FLINT, MI 48505	01-007287-FH	TEST	111-11-1111	1,737.59	People of the State of Michiga c/o 7th Circuit Court 900 S. Saginaw St. FLINT, MI 48502 Prosecutor: AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 Phone: 313-965-8600
ADAMS, RANDY, LYNN 4302 WESTERN RD LOT 20 FLINT, MI 48506	95-052075-FH	TEST	111-11-2222	1,846.86	People of the State of Michiga c/o 7th Circuit Court 900 S. Saginaw St. FLINT, MI 48502 Prosecutor: AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 Phone: 313-965-8600
ALLEN, ANGELA, JUNE 1010 HURD RD CLIO, MI 48420	05-016089-FH	TEST	111-11-9999	1,619.00	People of the State of Michiga c/o 7th Circuit Court 900 S. Saginaw St. FLINT, MI 48502 Prosecutor: AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 Phone: 313-965-8600
ALLEN, ANTHONY, JERMAINE 1070 OSCEOLA STREET FLINT, MI 48505	06-018342-FH	TEST	111-11-5555	1,090.00	People of the State of Michiga c/o 7th Circuit Court 900 S. Saginaw St. FLINT, MI 48502 Prosecutor: AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 Phone: 313-965-8600

Menus: 10. Tax Garnishment Processing**Net Server menu: NS. NETS Menu to Configure “Share” to Data File**

This menu option is to be executed under the direction of DMC. It will be used if there are issues configuring the “share” to the test file and/or the actual production Tax Garnishment file to be sent to MDOT. It is a tool used to minimize the time spent getting your file to external media.

Menus: 10. Tax Garnishment Processing

Forms: 1. Writ of Tax Garnishment

D6000DMC Circuit Court Tax Garnishment Form Print 6/09/14 15:56:08

Position to Name . . . _____ or Case ID . . . _____

Type options, press Enter.
 4=Delete 5=Display 6=Print 7=Display ROA

Opt	Name (■ = Missing Info)	Birth Date	Case Id	St	Amount Due	Last Pay Date
■	ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	105.00	
-	ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	
-	ACORD, JOSEPH, LYNN	10/06/76	97-001160-FH	C	1,462.55	
-	ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	C	1,737.59	
-	ALLEN, ANGELA, JUNE	7/06/69	05-016089-FH	C	1,619.00	
-	ALLEN, ANTHONY, JERMAINE	3/31/80	06-018342-FH	C	1,090.00	
-	ARTIS, CALVIN, LEE, JR	12/15/84	06-017555-FH	C	624.00	
-	BABB, PRESTON, CHARLES	9/10/63	00-006864-FH	C	370.00	4/23/14
-	BABBITT, MARKICE, DESEAN, DALON	1/06/82	02-009208-FH	C	438.90	
-	BAILEY, DESHAWN, ONEIL	1/13/78	07-019780-FH	C	7,021.72	
-	BENTON, TRILLIUM, RISEAN	8/27/76	06-018702-FH	C	1,110.00	
-	BEVERLY, PAUL, FITZGERALD	8/26/77	04-015375-FH	C	119.00	
-	CADARETTE, DONOVAN, SCOTT	7/04/88	06-018854-FH	C	1,836.00	

More...

F3=Exit F6=Print All F7=Print & Create File F10=Report F12=Cancel

Names that appear in red have missing information and will not print unless corrected.

The Last Pay date will show if any payments were made since being placed in Garnishment Review status.

The above screen allows the user to print the Writ of Tax Garnishment form for an individual or for all individuals in the list. The user can view the information that will print on the form by selecting option 5= Display. They can also delete a previously selected individual by selecting option 4= Delete, if the individual was selected in error, or recently paid their fines, or for whatever other reason they should not receive a Writ of Tax Garnishment. The user can position the work list by typing a partial name or complete case ID in the fields provided.

The work list can be positioned by name or case ID. If the case ID positioning is used, the name on the case will be used to position the work list by name. The F6=Print All and the F7=Print All & Create File will print the Tax Garnishments in alphabetical name order.

Screen input edits are as follows:

- The only valid options are 4=Delete, 5=Display, 6=Print or 7=Display ROA. Any other entry will generate an edit error.



Menus: 10. Tax Garnishment Processing

Forms: 1. Writ of Tax Garnishment

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Writ of Tax Garnishment form for all of the individuals in the list.
F7=Print & Create File	Prints a Writ of Tax Garnishment form for all of the individuals in the list and writes records to an extract file. This file will be sent along with the Tax Garnishment forms for processing.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Forms: 1. Writ of Tax Garnishment

Option 5. Display

D6000DMC	Tax Garnishment Form Information	6/06/12	10:07:43
View information, press Enter.			
Case Id :	93-048815-FH	Amount due :	651.48
Plaintiff:	People of the State of Michigan c/o 7th Circuit Court-Genesee Cty 900 S. Saginaw St. Flint, MI 48502	Defendant:	FREDCHENKO, MARY, ALEXIS 13180 PINE VALLEY CLIO, MI 47420
Plaintiff's Attorney:	AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 (313) 965-8600	SSN :	125-78-7687
F3=Exit F12=Cancel			

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment Processing**Forms: 1. Request and Writ of Tax Garnishment****F6=Print All**

```

D6000DMC          Circuit Court Tax Garnishment Form Print    9/25/13   11:54:27
                                     Print All - No Data File
Position to Name . . . _____
Type options, press Enter.
  4=Delete  5=Display  6=Print

Opt Name  ( ■ = Missing Info)
- ABBOTT,LEONARD,GUESS
- ACORD,JOSEPH,LYNN
- ALLEN,ANGELA,JUNE
- ALLEN,ANTHONY,JERMAINE
- ARTIS,CALVIN,LEE,JR
- BABB,PRESTON,CHARLES
- BABBITT,MARKICE,DESEAN,DALO
- BAILEY,DESHAWN,ONEIL
- BENTON,TRILLIUM,RISEAN
- BEVERLY,PAUL,FITZGERALD
- CADARETTE,DONOVAN,SCOTT
- CALLAWAY,DREKO,SHAMAR
- DANIELS,RYAN,KEITH

Date of Issue . . . 9/26/13  MM/DD/YY

Verify/Change Sort Order, press Enter.
Sort by
  C/N  Form              Copy  Output
  N Tax  Garn-Prt1-No SSN   1  PRT01
  N Tax  Garn-Prt1-No SSN   2  PRT01
  N Tax  Garn-Prt1-No SSN   3  PRT01
  N Tax  Garn-Prt2-SSN     1  PRT01
  N Tax  Garn-Prt2-SSN     2  PRT01

F3=Exit  F12=Cancel

F3=Exit  F6=Print All  F7=Pri
  
```

The above screen displays when the user selects function key F6=Print All. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (==>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Tax Garnishment Print All screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All screen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment Processing**Forms: 1. Request and Writ of Tax Garnishment****F7=Print All & Create Data File**

```

D6000DMC          Circuit Court Tax Garnishment Form Print    9/25/13  12:02:25
                                     Print All - Create Data File
Position to Name . . . _____
Type options, press Enter.
  4=Delete   5=Display   6=Print

Opt Name ( [ ] = Missing Info)
- ABBOTT,LEONARD,GUESS
- ACORD,JOSEPH,LYNN
- ALLEN,ANGELA,JUNE
- ALLEN,ANTHONY,JERMAINE
- ARTIS,CALVIN,LEE,JR
- BABB,PRESTON,CHARLES
- BABBITT,MARKICE,DESEAN,DALO
- BAILEY,DESHAWN,ONEIL
- BENTON,TRILLIUM,RISEAN
- BEVERLY,PAUL,FITZGERALD
- CADARETTE,DONOVAN,SCOTT
- CALLAWAY,DREKO,SHAMAR
- DANIELS,RYAN,KEITH

Date of Issue . . . 9/26/13  MM/DD/YY
Verify/Change Sort Order, press Enter.
Sort by
  C/N  Form          Copy  Queue
  N Tax Garn-Prt1-No SSN  1 PRT01
  N Tax Garn-Prt1-No SSN  2 PRT01
  N Tax Garn-Prt1-No SSN  3 PRT01
  N Tax Garn-Prt2-SSN    1 PRT01
  N Tax Garn-Prt2-SSN    2 PRT01

Bottom

F3=Exit  F6=Print All  F7=Pri
  
```

The above screen displays when the user selects function key F7=Print All & Create Data File. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (==>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Garnishment Processing

Forms: 1. Writ of Tax Garnishment – Part 1 Example

Original – State Treasurer (Part 1) 1 st Copy – Defendant (Part 2) 2 nd Copy – Return (proof of service) (Part 2)		3 rd Copy – Plaintiff/Attorney (Part 2) 4 th Copy – Court (Part 2)
Approved, SCAG		
• STATE OF MICHIGAN JUDICIAL DISTRICT 7 TH JUDICIAL CIRCUIT	REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	• CASE NO. 93-049174-FH
Court address 7th Circuit Court, 900 South Saginaw, Flint, MI	• Zip code 48502-1209	Court telephone no. (111) 222-3333
• This portion to be completed by the court only. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mailed to: <input type="checkbox"/> the plaintiff. <input type="checkbox"/> the plaintiff's attorney. <input checked="" type="checkbox"/> the court. </div>		
• Plaintiff name and address (judgment creditor) People of State of Michigan c/o 7th Circuit Court-Genesee Cty 900 S. Saginaw St. Flint, MI 48502 • Plaintiff FE no. / Social security no. FED123456 • Plaintiff's attorney, address AACH, ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226 • Plaintiff attorney FE no. _____ Plaintiff attorney telephone no. • (313) 965-8600	v	• Defendant name and address (judgment debtor) FELICIANO, HERIBERTO, 2025 E. SCOTTWOOD BURTON, MI 48519 • Social security no. 456-45-6456 • Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909 <small>* Insert FE or social security no. here. ** Insert social security no. here.</small>
<div style="border: 1px solid black; padding: 5px;"> REQUEST </div> <p>NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postjudgment interest already included in the judgment.</p> <ol style="list-style-type: none"> On <u>01/13/94</u>, the plaintiff received judgment against the defendant for: \$ <u>1,140.00</u> The total amount of judgment interest accrued to date is: \$ _____ The total amount of postjudgment costs accrued to date is: \$ _____ The total amount of postjudgment payments and credits made to date is: \$ _____ The amount of the unsatisfied judgment now due (including interest and costs) is: \$ <u>1,140.00</u> Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant. <p>Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to <input type="checkbox"/> plaintiff's attorney. <input type="checkbox"/> plaintiff.</p> <p>I declare that the statements above are true to the best of my information, knowledge, and belief.</p> <p><u>06/09/14</u> _____ <small>Date</small> <small>Plaintiff/Agent/Attorney signature</small></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> WRIT OF GARNISHMENT </div> <p style="text-align: center;">To be completed by the court.</p> <p>TO THE PLAINTIFF:</p> <ol style="list-style-type: none"> The social security number field is blacked out for security reasons on all parts except the garnishee copy. You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed. <p>TO THE DEFENDANT:</p> <ol style="list-style-type: none"> If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form. You have 14 days after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment 28 days after the disclosure was filed with the court. <p>TO THE GARNISHEE:</p> <ol style="list-style-type: none"> Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure. You are ordered to pay the amount intercepted under this writ as stated at the top of this form. <p><u>06/09/14</u> _____ <small>Date of issue</small> <small>Deputy court clerk</small></p>		

Menus: 10. Garnishment Processing

Forms: 1. Writ of Tax Garnishment – Part 2 Example

Original – State Treasurer (Part 1) 1 st Copy – Defendant (Part 2) 2 nd Copy – Return (proof of service) (Part 2)		3 rd Copy – Plaintiff/Attorney (Part 2) 4 th Copy – Court (Part 2)	
Approved, SCAO • STATE OF MICHIGAN JUDICIAL DISTRICT 7 TH JUDICIAL CIRCUIT		REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	
		• CASE NO. 93-049174-FH	
Court address 7th Circuit Court, 900 South Saginaw, Flint, MI		• Zip code 48502-1209	Court telephone no. (111) 222-3333

• This portion to be completed by the court only.

TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mailed to:
 ☐ the plaintiff,
 ☐ the plaintiff's attorney,
 ☒ the court.

Plaintiff name and address (judgment creditor) People of State of Michigan c/o 7th Circuit Court-Genesee Cty 900 S. Saginaw St. Flint, MI 48502	v	Defendant name and address (judgment debtor) FELICIANO, HERIBERTO, 2025 E. SCOTTWOOD BURTON, MI 48519
Plaintiff's attorney, address		Defendant's attorney, address
Plaintiff's attorney, address AACH, ARNOLD K., MICH MUTUAL INS. CO DETROIT, MI 48226		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
Plaintiff attorney FE no. • (313) 965-8600		* Insert FE or social security no. here. ** Insert social security no. here.

REQUEST

NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postjudgment interest already included in the judgment.

1. On <u>01/13/94</u> , the plaintiff received judgment against the defendant for:	\$ <u>1,140.00</u>
2. The total amount of judgment interest accrued to date is:	\$ _____
The total amount of postjudgment costs accrued to date is:	\$ _____
The total amount of postjudgment payments and credits made to date is:	\$ _____
• The amount of the unsatisfied judgment now due (including interest and costs) is:	\$ <u>1,140.00</u>

3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant.

4. Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to ☐ plaintiff's attorney, ☐ plaintiff.

I declare that the statements above are true to the best of my information, knowledge, and belief.

06/09/14 _____
 Date Plaintiff/Agent/Attorney signature

WRIT OF GARNISHMENT

 To be completed by the court.

TO THE PLAINTIFF:

- The social security number field is blacked out for security reasons all parts except the garnishee copy.
- You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment.
- You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer.
- You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request.
- If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.

TO THE DEFENDANT:

- If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form.
- You have **14 days** after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment **28 days** after the disclosure was filed with the court.

TO THE GARNISHEE:

- Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment.
- Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant.
- Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure.
- You are ordered to pay the amount intercepted under this writ as stated at the top of this form.

06/09/14 _____
 Date of issue Deputy court clerk

MC 62 (4/12) REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 2)
MCL 600.4061, MCL 600.4061a

Menus: 10 Garnishment Processing

Forms: 2. Proof of Service

```

D6000DMC          Circuit Court Proof of Service Form Print   6/09/14  16:16:47

Position to Name . . . _____ or Case ID . . _____

Type options, press Enter.
  5=Display  6=Print  7=Display ROA

Opt  Name                               Birth      Case Id      Printed
     Name                               Date        Date        Date
  █  FELICIANO,HERIBERTO,              5/21/61     93-049174-FH  6/09/14
  -  JACKSON,CONDONAS,AZAREE            5/14/77     01-008035-FH  6/09/14
  -  LAKE,RICHARD,LEE                   2/23/76     96-054344-FH  6/09/14
  -  MADDOX,CHRISTOPHER,LLOYD           1/20/66     05-017116-FH  6/09/14
  -  OBRIEN,MICHAEL,R                  4/04/46     01-008649-FH  6/09/14
  -  QUINN,QUETEZ,PONELL                12/02/82     07-019715-FH  6/09/14
  -  RADFORD,JASON,VON                 11/20/74     05-015842-FH  6/09/14
  -  RANCOUR,JEFFERY,MICHAEL           9/23/65     04-014447-FH  6/09/14

F3=Exit  F6=Print All  F12=Cancel

Bottom

```

The above screen allows the user to print the Proof of Service form for an individual or for all individuals in the list. The user can view the information that was printed on the Tax Garnishment form by selecting option 5= Display. The Proof of Service form can be individually printed with option 6=Print. The ROA can be displayed for the case with option 7=Display ROA. The user can position the work list by typing a partial name or complete case ID in the fields provided.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print, or 7=Display ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Proof of Service form for all of the individuals in the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 5. Display

D6000DMC		Tax Garnishment Form Information		9/09/09 10:36:28	
View information, press Enter.					
Case Id : 07-019780-FH		Amount due :		7,021.72	
Plaintiff:		Defendant:			
People of the State of Michigan		BAILEY, DESHAWN, ONEIL 6938 YORKSHIRE DR FLINT, MI 48505			
Attorney:		SSN		999-99-9999 }132	
LEYTON, DAVID S., 900 S SAGINAW ST FLINT, MI 48502 (810) 257-3210					
F3=Exit F12=Cancel					

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Proof of Service Form Information and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 6. Print or F6=Print All

```

D      Proof of Service
P      Type choices, press Enter.
      1=Select
T
O      ☒ OFFICER CERTIFICATE          or  _ AFFIDAVIT OF PROCESS SERVER
      ☒ I served the request and writ of garnishment, the $6.00 fee, and any
      attachments by:
          _ personal service          ☒ registered or certified mail (copy
          of return receipt attached) on:
      Date . . . . . 9/10/09          Time . . . . . 10:45 (HH:MM)
                                          (24 Hour Clock)
      ☒ I served a copy of the request and writ of garnishment by:
          _ personal service          ☒ first class mail on:
      Date . . . . . 9/10/09          Time . . . . . 10:45 (HH:MM)
                                          (24 Hour Clock)
      Name . . . . . JOHN C. DOE
      Title . . . . . COURT COLLECTIONS MANAGER
      F3=Exit  F12=Cancel
F
  
```

The above screen displays when the user selects option 6=Print or F6=Print All on the previous screen. It allows the user to enter the information that will print on the Proof of Service form. The values will be defaulted from the previous print. If a blank form is desired the user just needs to blank out any existing entries and press Enter and a blank form will print.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment

Forms: 2. Proof of Service

F6=Print All

D P T O F	Proof of Service Type choices, press Enter. 1=Select _ OFFICER CERTIFICATE X I served the request and attachments by: X personal service Date 9/26/13 X I served a copy of the re X personal service Date 9/26/13 Name CAROL Title COURT COLLEC F3=Exit F12=Cancel	Print All - Proof of Service Verify Sort Order, Press Enter. <table border="1"> <thead> <tr> <th>Sort by</th> <th>Form</th> <th>Copy</th> <th>Output Queue</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Proof of Service</td> <td>1</td> <td>PRT00</td> </tr> <tr> <td>N</td> <td>Proof of Service</td> <td>2</td> <td>PRT00</td> </tr> <tr> <td>N</td> <td>Proof of Service</td> <td>3</td> <td>PRT00</td> </tr> </tbody> </table> F3=Exit F12=Cancel Bottom	Sort by	Form	Copy	Output Queue	N	Proof of Service	1	PRT00	N	Proof of Service	2	PRT00	N	Proof of Service	3	PRT00
	Sort by	Form	Copy	Output Queue														
N	Proof of Service	1	PRT00															
N	Proof of Service	2	PRT00															
N	Proof of Service	3	PRT00															

The above screen displays when the user selects function key F6=Print All. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (==>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Print All Proof of Service screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Print All Proof of Service screen and returns the user to the Proof of Service Form Print screen.

Menus: 10. Garnishment

Forms: 2. Proof of Service – Example

REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) Case No. 07-019780-FH																
PROOF OF SERVICE																
<p>TO PROCESS SERVER: You must serve the garnishee with this request and writ of garnishment, the \$6.00 fee, and any attachments, and file proof of service with the court clerk as directed by the plaintiff. If you are unable to complete service, you must return this original and all copies to the court clerk.</p>																
CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE																
<input type="checkbox"/> OFFICER CERTIFICATE I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)	OR <input checked="" type="checkbox"/> AFFIDAVIT OF PROCESS SERVER Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)															
<input checked="" type="checkbox"/> I served the request and writ of garnishment, the \$6.00 fee, and any attachments by: <input checked="" type="checkbox"/> personal service <input type="checkbox"/> registered or certified mail (copy of return receipt attached) on:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Garnishee name</td> <td style="padding: 2px;">Complete address of service</td> <td style="padding: 2px;">Day, date, time</td> </tr> <tr> <td style="padding: 2px;">Michigan Department of Treasury Third Party Withholding Unit</td> <td style="padding: 2px;">PO Box 30785 Lansing, Michigan 48909</td> <td style="padding: 2px;">Thursday 10/08/09 9:10 am</td> </tr> </table>	Garnishee name	Complete address of service	Day, date, time	Michigan Department of Treasury Third Party Withholding Unit	PO Box 30785 Lansing, Michigan 48909	Thursday 10/08/09 9:10 am										
Garnishee name	Complete address of service	Day, date, time														
Michigan Department of Treasury Third Party Withholding Unit	PO Box 30785 Lansing, Michigan 48909	Thursday 10/08/09 9:10 am														
<input checked="" type="checkbox"/> I served a copy of the request and writ of garnishment by: <input checked="" type="checkbox"/> personal service <input type="checkbox"/> first class mail on:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Defendant name</td> <td style="padding: 2px;">Complete address of service</td> <td style="padding: 2px;">Day, date, time</td> </tr> <tr> <td style="padding: 2px;">BAILEY, DESHAWN, ONEIL</td> <td style="padding: 2px;">6938 YORKSHIRE DR FLINT, MI 48505</td> <td style="padding: 2px;">Thursday 10/08/09 9:10 am</td> </tr> </table>	Defendant name	Complete address of service	Day, date, time	BAILEY, DESHAWN, ONEIL	6938 YORKSHIRE DR FLINT, MI 48505	Thursday 10/08/09 9:10 am										
Defendant name	Complete address of service	Day, date, time														
BAILEY, DESHAWN, ONEIL	6938 YORKSHIRE DR FLINT, MI 48505	Thursday 10/08/09 9:10 am														
<input type="checkbox"/> I have personally attempted to serve the request and writ of garnishment on the defendant and have been unable to complete service.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Defendant's name</td> <td style="padding: 2px;">Complete address(es) of service</td> <td style="padding: 2px;">Day, date, time</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Defendant's name	Complete address(es) of service	Day, date, time													
Defendant's name	Complete address(es) of service	Day, date, time														
I declare that the statements above are true to the best of my information, knowledge, and belief.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Service Fee</td> <td style="padding: 2px;">Miles traveled</td> <td style="padding: 2px;">Fee</td> </tr> <tr> <td style="padding: 2px;">\$</td> <td></td> <td style="padding: 2px;">\$</td> </tr> </table>	Service Fee	Miles traveled	Fee	\$		\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Incorrect address fee</td> <td style="padding: 2px;">Miles traveled</td> <td style="padding: 2px;">Fee</td> </tr> <tr> <td style="padding: 2px;">\$</td> <td></td> <td style="padding: 2px;">\$</td> </tr> </table>	Incorrect address fee	Miles traveled	Fee	\$		\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL FEE</td> </tr> <tr> <td style="padding: 2px;">\$</td> </tr> </table>	TOTAL FEE	\$
Service Fee	Miles traveled	Fee														
\$		\$														
Incorrect address fee	Miles traveled	Fee														
\$		\$														
TOTAL FEE																
\$																
Signature JOHN C. DOE Name (type or print) COURT COLLECTIONS MANAGER Title																
Subscribed and sworn to before me on _____, _____, County, Michigan. Date																
My commission expires: _____ Signature: _____ Date Deputy court clerk/Notary public																
Notary public, State of Michigan, County of _____																
ACKNOWLEDGMENT OF SERVICE																
I acknowledge that I have received the request and writ of garnishment (and the \$6.00 fee and attachments if applicable) on _____ Day, date, time																
_____ on behalf of _____ Signature																
MCR 2.105																


Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History – Release

D6000DMC Circuit Tax Garnishment History Inquiry 5/ Mode:

Position to Name . . . _____ or Case .

Type options, press Enter.
5=Display 6=Print Release 7=ROA D=Disclosure G=Reprint Tax

Name on Writ ( = Zero Bal)	Birth Date	Case Id	St	Garn Am	File Date
EVERETT, JAMES, MARTIN	10/31/59	02-010538-FH	C	25,304.20	11/01/14
FAITH, JONATHON, ROBERT	7/12/87	05-017014-FH	C	14,241.00	11/01/14
Released: 05/12/15 Disclosure: 5/14/15 20.00 +					
FELICIANO, HERIBERTO,	5/21/61	93-049174-FH	C	2,000.00	11/01/14
FREDCHEN, MARY, ALEXIS	9/24/75	93-048815-FH	C	651.48	11/01/14
SON, CLIFFORD, D	7/09/76	97-000266-FH	C	60.00	11/01/14
GALVAN, ELISEO, ELVIS	3/18/69	05-016107-FH	C	27,679.38	11/01/14

Exit F6=Print Report (Mode) F9=All/Zero Balance Cases F12=Cancel

If a Release was printed, the date display when it was generated.

If a Disclosure was received, the date and amount will be displayed.

The highlighted field indicates a difference from the amount printed on the writ and the current balance due.

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the current year. If a Tax Garnishment Release form is to be printed, the user would place a 6=Print Release next the desired case and press Enter. If the Tax Garn needs to be reprinted for any reason, the user would place a G=Reprint Tax Garn next to the desired case and press Enter. The user can position the work list by typing a partial name or complete case ID in the fields provided.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release, 7=Display ROA, D=Disclosure, and G=Reprint Tax Garn. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment History and returns the user to the Tax Garnishment Menu.
F6=Print Report	Prints a listing of all currently filed Tax Garns. The report will be based on the mode of the screen. If the screen mode is "all Cases" then the report will include all cases. If the screen mode is "Closed Cases" then the report will only include closed cases.
F9=All/Closed Cases	This function will toggle the record selection for the screen between all cases and closed cases.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History - Release

Option 5=Display

D6000DMC	Tax Garnishment Form Information	6/06/12	10:12:20
View information, press Enter.			
Case Id : 00-007180-FH			
Date reviewed. . : 12/20/11	Amount Due on Garn . :	320.00	
Date filed . . . : 12/20/11	Current Amount Due . :	.00	
Plaintiff:		Defendant:	
People of the State of Michigan		BEARUP, LAWRENCE, DOUGLAS	
c/o 7th Circuit Court-Genesee Cty		1526 ARIZONA	
900 S. Saginaw St.		FLINT, MI 48506	
Flint, MI 48502		SSN : 444-44-4444	
Plaintiff's Attorney:			
PINDER, DORA P.,			
4936 COMSTOCK DR			
COLUMBUS, OH 43232			
(614) 501-0476			
F3=Exit F12=Cancel			

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment History screen.

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History - Release

Option 6=Print Release

D6000DMC		Tax Garnishment Release Form Print		6/06/12 10:13:42	
Type selection, press Enter. X=Select			Case Id : 00-007180-FH		
<input checked="" type="checkbox"/> The garnishment issued on 12/20/11 is withdrawn by the plaintiff. Authorized by: <input type="checkbox"/> Plaintiff --OR-- <input type="checkbox"/> Attorney			Date Reviewed . . : 12/20/11 Date Filed . . . : 12/20/11 Amount Due on Writ: 320.00		
<input type="checkbox"/> The garnishment issued on 12/20/11 is cancelled by the court.			Defendant: BEARUP, LAWRENCE, DOUGLAS 1526 ARIZONA FLINT, MI 48506		
Select or type Last Date Paid. <input type="checkbox"/> The last payment date found for this case is 1/05/01 . --OR-- <input type="checkbox"/> Use this Last Date Paid 06/08/12 .			SSN : 444-44-4444 Plaintiff: People of the State of Michigan c/o 7th Circuit Court-Genesee Cty 900 S. Saginaw St. Flint, MI 48502		
F3=Exit F12=Cancel			Prosecutor: 32387 PINDER, DORA P., 4936 COMSTOCK DR COLUMBUS, OH 43232 (614) 501-0476		

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an "X" the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or withdrawn by the court. The user must also select to print either the last payment date found in the system, or use the manually entered last date paid (defaults to current date, but will accept any valid date).

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an "X" the reason the Tax Garnishment is being withdrawn. The form will not print without that selection.

Screen function keys are as follows:

F3=Exit Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu.

F12=Cancel Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen.

Menus: 10. Tax Garnishment Processing Inquiry - Form: 3. Tax Garnishment History - Release Option 6=Print Release – Part 1 Example

Approved, SCAO STATE OF MICHIGAN JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT		GARNISHMENT RELEASE	Original – Court (Part 1) 1 st Copy – Garnishee (Part 2) 2 nd Copy – Defendant (Part 2) 3 rd Copy – Plaintiff (Part 2) CASE NO. 01-007287-FH
Court address GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI		48502	Court telephone no. (810) 257-3220

Plaintiff name and address (judgment creditor) <p style="text-align: center;">People of the State of Michigan</p>	v	Defendant name and address (judgment debtor) ADAMS, MARQUES TERRELL 606 E BISHOP AVE FLINT, MI 48505
Plaintiff's attorney, bar no., address, and telephone no. AARDEMA, ROBERT B., 34306 5360 CASCADE RD SE GRAND RAPIDS, MI 49546 (616) 575-2060		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909

..

** Insert social security number here.

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ is withdrawn by the plaintiff.
Date

The withdraw was authorized on _____ by _____
Date Plaintiff/Attorney Bar no.

☒ 2. The garnishment issued on 9/03/10 is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 shall be returned to the defendant and
 any further withholdings shall be discontinued. Date

9/03/10
Date

Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
 To their last-known addresses as defined by MCR 2.107(C)(3).

9/03/10
Date

Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
 Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part1)

MCR 3.101

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option 6=Print Release – Part 2 Example

Approved, SCAO		Original – Court (Part 1) 1 st Copy – Garnishee (Part 2) 2 nd Copy – Defendant (Part 2) 3 rd Copy – Plaintiff (Part 2)
STATE OF MICHIGAN JUDICIAL DISTRICT 7 TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH
Court address GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502		Court telephone no. (810) 257-3220
Plaintiff name and address (judgment creditor) People of the State of Michigan	v	Defendant name and address (judgment debtor) ADAMS, MARQUES, TERRELL 606 E BISHOP AVE FLINT, MI 48505
Plaintiff's attorney, bar no., address, and telephone no. AARDEMA, ROBERT B., 34306 5360 CASCADE RD SE GRAND RAPIDS, MI 49546 (616) 575-2060		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
		Defendant's social security no. 111-11-1111
TO THE GARNISHEE: <div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/> 1. The garnishment issued on _____ is withdrawn by the plaintiff. <div style="text-align: center; margin-top: -10px;">Date</div></div><div style="margin-top: 10px;">The withdraw was authorized on _____ by _____ <div style="display: flex; justify-content: space-between; font-size: small;"><div>Date</div><div>Plaintiff/Attorney</div><div>Bar no.</div></div></div></div> <div style="margin-top: 10px;"><input checked="" type="checkbox"/> 2. The garnishment issued on <u>9/03/10</u> is cancelled by the court. <div style="text-align: center; margin-top: -10px;">Date</div></div> <div style="margin-top: 10px;">3. You are released from further liability in connection with this garnishment.</div> <div style="margin-top: 10px;">4. Any amounts withheld by the garnishee on or after <u>9/03/10</u> shall be returned to the defendant and any further withholdings shall be discontinued. <div style="text-align: center; margin-top: -10px;">Date</div></div> <div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div>_____ Deputy court clerk</div></div></div>		
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">CERTIFICATE OF MAILING</div>		
I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed To their last-known addresses as defined by MCR 2.107(C)(3).		
<div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div>_____ Signature</div></div>		
TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the Garnishee, defendant, and plaintiff copies.		

MC 50 (6/09) GARNISHMENT RELEASE (Part 2)

MCR 3.101

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History - Release

Option D=Disclosure

D6000DMC Circuit Tax Garnishment History Inquiry 5/18/15 14:56:47

Position to Name . . . _____ or Case . . . _____

Type options, press Enter
5=Display 6=Print Release

Opt Name on Writ (█) = Z
 D GALVAN, ELISEO, ELVIS
 _ HACKNEY, ERNEST, DWAYN
 _ HAISS, MELISSA,
 _ HEARD, DONIEL, ANTOINE
 _ HOLCOMB, JASON, PATRIC
 _ INGERSOLL, KORRINA, MA

Disclosure Entry

Type option or information, press Enter.
4=Delete

Opt	Date	Amount	Final	Entered By
█	_____	_____	_____	_____

(No Disclosure records to display.)

F12=Cancel

More...

F3=Exit F6=Print Report (Mode) F9=All/Zero Balance Cases F12=Cancel

**Previously entered
Disclosure information
will be displayed here.**

The above screen will allow for entry and viewing of Disclosure information. The user can enter the Disclosure Date, Amount, and optionally whether this is the Final Disclosure (Y=Yes). If there are multiple disclosures for the case, they will be displayed in list form under the entry fields. They can also be deleted with option 4=Delete. Disclosure entry is for informational purposes only and will display on the main screen. An entry will also be written to the ROA.

Screen input edits are as follows:

- A valid date in MM/DD/YY format must be entered with a non-zero dollar amount. The Final field is optional and if entered will only accept "Y"=Yes. The only difference with a Final Disclosure is the message that is displayed on the screen and ROA.
- The only valid option is 4=Delete. Any other entry will generate an edit error.

Screen function keys are as follows:

F12=Cancel

Cancel the Disclosure Entry window screen and return the user to the Tax Garnishment History Inquiry – Release screen.



Menus: 10. Tax Garnishment Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option G=Reprint Tax Garn

No screen will display when the user selects to reprint the Garnishment form. The form will print and the record will be updated with the new print dates.

Check the Tax Garnishment print section to see image of a sample tax garnishment form.

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History - Release

F6=Print Report - Example

This report will print in the "mode" the screen was in when the user pressed F6=Print Report. If all cases were displayed on the screen, all cases will be included on the report. If only zero balance cases were displayed on the screen (via the F9 key) then only zero balance cases will be included on the report.

Page 1 ALL Cases	25 - 7TH CIRCUIT COURT Collections - Tax Garnishment History Report							5/19/15	15:12:28
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Garn	Current Balance Due	File Date	Release Date	Disclosure Date	Amount
AARON, ROBERT, DANIEL	11/14/68	00-006352-FH	C	60.00	60.00	11/01/14	05/13/15	05/14/15	50.00
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	105.00	105.00	11/01/14	05/13/15		
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	05/13/15	05/13/15	05/14/15	35.00
ACORD, JOSEPH, LYNN	10/06/76	97-001160-FH	C	1,462.55	1,462.55	11/01/14			
ADAMS, MARQUES, TERRELL	05/25/83	01-007287-FH	C	1,737.59	1,737.59	11/01/14			
ALLEN, ANGELA, JUNE	07/06/69	05-016089-FH	C	1,619.00	1,619.00	11/01/14			
ALLEN, ANTHONY, JERMAINE	03/31/80	06-018342-FH	C	1,090.00	1,090.00	11/01/14			
BABB, PRESTON, CHARLES	09/10/63	00-006864-FH	C	370.00	370.00	11/01/14	05/13/15		
BABBITT, MARKICE, DESEAN, DALON	01/06/82	02-009208-FH	C	438.90	438.90	11/01/14			
BAILEY, DESHAWN, ONEIL	01/13/78	07-019780-FH	C	7,021.72	7,021.72	11/01/14			
BENTON, TRILLIUM, RISEAN	08/27/76	06-018702-FH	C	1,110.00	1,110.00	05/11/15			
BEVERLY, PAUL, FITZGERALD	08/26/77	04-015375-FH	C	119.00	119.00	11/01/14	05/15/15		
CADARETTE, DONOVAN, SCOTT	07/04/88	06-018854-FH	C	1,836.00	1,836.00	11/01/14			
CALLAWAY, DREKO, SHAMAR	02/25/86	05-016290-FH	D	1,344.00	1,344.00	11/01/14			
DANIELS, RYAN, KEITH	02/28/88	05-015858-FH	C	744.00	744.00	11/01/14			
DAVIS, ALEX, RICHMOND	11/15/62	96-054580-FH	C	1,375.00	1,375.00	11/01/14			
DENDY, PERCY, SOLOMON		05-265079-PP	C	3,300.00	3,300.00	11/01/14			
EARNEST, JONATHAN,	04/02/62	97-001593-FH	C	1,020.00	1,020.00	11/01/14			
EBERHARDT, MICHAEL, JAMES	02/10/66	04-015051-FH	C	17,133.32	17,133.32	11/01/14			
EVERETT, JAMES, MARTIN	10/31/59	02-010538-FH	C	25,304.29	25,304.29	11/01/14			
FAITH, JONATHON, ROBERT	07/12/87	05-017014-FH	C	14,241.07	14,241.07	11/01/14		05/14/15 +	75.00
FELICIANO, HERIBERTO,	05/21/61	93-049174-FH	C	2,000.00	1,140.00	11/01/14			
FREDCHENKO, MARY, ALEXIS	09/24/75	93-048815-FH	C	651.48	651.48	11/01/14			
GADISON, CLIFFORD, D	07/09/76	97-000266-FH	C	60.00	60.00	11/01/14			
GALVAN, ELISEO, ELVIS	03/18/69	05-016107-FH	C	27,679.38	27,679.38	11/01/14			
HACKNEY, ERNEST, DWAYNE	09/25/66	05-017246-FH	C	1,165.33	1,165.33	11/01/14			
HAISS, MELISSA,	06/06/54	01-007803-FH	C	6,890.00	6,890.00	11/01/14			
HEARD, DONIEL, ANTOINE	07/08/82	05-015825-FH	C	414.00	414.00	11/01/14			

Page 3 ALL Cases	25 - 7TH CIRCUIT COURT Collections - Tax Garnishment History Report							5/19/15	15:12:28
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Garn	Current Balance Due	File Date	Release Date	Disclosure Date	Amount
VALENTINE,ANTHONY,		91-045796-FH	C	300.00	300.00	11/01/14			
VALLIENCOURT, CLIFFORD, JOSEPH	10/12/51	01-008080-FH	C	410.00	410.00	11/01/14			
WADE, JAMES, MAURICE	04/24/62	01-009021-FH	C	210.00	210.00	11/01/14			
WAGSTAFF, JASON, D	07/02/70	01-008364-FH	C	60.00	60.00	11/01/14			
YAGER, KENNETH, DALE	05/08/65	01-007911-FC	C	60.00	60.00	11/01/14			
YANCY, MATTHEW, DAVID	05/24/79	98-002292-FH	C	60.00	60.00	11/01/14			
ZAHER, RAJI, JOSEPH	07/04/69	93-048655-FH	C	442.00	442.00	11/01/14			
ZALESKI, MARTIN, DANIEL	11/20/75	04-013819-FH	C	2,016.00	2,016.00	11/01/14			
ZAPATA, RAFUL,	05/14/46	94-050622-FH	C	760.00	760.00	11/01/14			
ZIMMERMAN, ROBERT, CHARLES	05/20/68	06-018941-FH	C	520.00	520.00	11/01/14			
				598,237.77	597,377.77				
								292.00	
** End of Report **									

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 4. Tax Garnishment Archive – Release

```

D6000DMC          Circuit Tax Garnishment Archive Inquiry   6/09/14  16:31:00

Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
  5=Display   6=Print Release   7=Display ROA

                                Birth
Opt  Name                      Date   Case Id   St      Amount Due   File
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   9/19/08
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   8/19/10
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   8/20/10
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   8/20/10
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00  10/13/10
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   5/27/11
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   8/03/11
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   8/09/11
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00   9/23/11
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    120.00  12/20/11
      ABBOTT,LEONARD,GUESS      10/01/85  04-013800-FH C    105.00  11/11/13
      ACORD,JOSEPH,LYNN         10/06/76  96-054674-FH C     60.00   8/19/10
      ACORD,JOSEPH,LYNN         10/06/76  96-054674-FH C     60.00  10/14/10
                                More...

F3=Exit   F6=Print Report   F12=Cancel
  
```

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the previous years. All entries on this screen are archived from previous years (or the current year if the archive function has been run). This screen functions exactly like 3. Tax Garnishment Filing History – Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release and 7=Display ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Filing Archive and returns the user to the Tax Garnishment Menu.
F6=Print Report	This will prompt the user for the Tax Year to report on and will generate a listing of all cases filed.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 4. Tax Garnishment Archive - Release

Option 5=Display

_D0800DMC		Tax Garnishment Form Information		8/20/07 07:57:14	
View information, press Enter.					
Case Id :		02-010538-FH	Amount due :		25,304.29
Date reviewed. . :		7/30/2007			
Date filed . . . :		7/30/2007			
Plaintiff:			Defendant:		
Genesee County Circuit Court			EVERETT, JAMES, MARTIN		
			511 UNION ST		
			PORT HURON, MI 48060		
Attorney:			SSN 999-99-9999		
BUSCH, ARTHUR A.,					
3010 S DYE RD					
FLINT, MI 48507					
(810) 732-9400					
F3=Exit F12=Cancel					

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment History screen.

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 4. Tax Garnishment Archive - Release

Option 6=Print Release

D6000DMC		Tax Garnishment Release Form Print		9/01/10 15:31:45	
Type selection, press Enter. X=Select			Case Id : 01-007287-FH		
			Date Reviewed . . . : 8/20/10		
			Date Filed : 9/20/10		
			Amount Due on Writ: 1,737.59		
<input checked="" type="checkbox"/> The garnishment issued on 9/20/10 is withdrawn by the plaintiff. Authorized by: _ Plaintiff _ Attorney			Defendant: ADAMS, MARQUES, TERRELL 606 E BISHOP AVE FLINT, MI 48505 SSN : 111-11-1111		
--OR--			Plaintiff:		
_ The garnishment issued on 9/20/10 is cancelled by the court.			People of the State of Michigan		
			Prosecutor: 34306 AARDEMA, ROBERT B., 5360 CASCADE RD SE GRAND RAPIDS, MI 49546 (616) 575-2060		
F3=Exit F12=Cancel					

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an "X" the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or withdrawn by the court.

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an "X" the reason the Tax Garnishment is being withdrawn. The form will not print without that selection.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen.

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
Option 6=Print Release – Part 1 Example

Approved, SCAO		Original – Court (Part 1) 1 st Copy – Garnishee (Part 2) 2 nd Copy – Defendant (Part 2) 3 rd Copy – Plaintiff (Part 2)	
STATE OF MICHIGAN JUDICIAL DISTRICT 7 TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH	
Court address GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502		Court telephone no. (810) 257-3220	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Plaintiff name and address (judgment creditor) People of the State of Michigan</div> <div style="border: 1px solid black; padding: 5px;">Plaintiff's attorney, bar no., address, and telephone no. AARDEMA, ROBERT B., 34306 5360 CASCADE RD SE GRAND RAPIDS, MI 49546 (616) 575-2060</div>	V	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Defendant name and address (judgment debtor) ADAMS, MARQUES, TERRELL 606 E BISHOP AVE FLINT, MI 48505</div> <div style="border: 1px solid black; padding: 5px;">Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #cccccc; text-align: center;">**</div> <div style="text-align: center; font-size: small; margin-top: 5px;">** Insert social security number here.</div>	
<p>TO THE GARNISHEE:</p> <p><input type="checkbox"/> 1. The garnishment issued on _____ is withdrawn by the plaintiff. Date _____</p> <p>The withdraw was authorized on _____ by _____ Date _____ Plaintiff/Attorney Bar no. _____</p> <p><input checked="" type="checkbox"/> 2. The garnishment issued on <u>9/03/10</u> is cancelled by the court. Date _____</p> <p>3. You are released from further liability in connection with this garnishment.</p> <p>4. Any amounts withheld by the garnishee on or after <u>9/03/10</u> shall be returned to the defendant and any further withholdings shall be discontinued. Date _____</p> <p style="text-align: center;">9/03/10 _____ Date</p> <p style="text-align: right;">_____ Deputy court clerk</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: 200px;">CERTIFICATE OF MAILING</div> <p>I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed To their last-known addresses as defined by MCR 2.107(C)(3).</p> <p style="text-align: center;">9/03/10 _____ Date</p> <p style="text-align: right;">_____ Signature</p> <p>TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the Garnishee, defendant, and plaintiff copies.</p>			
MC 50 (6/09) GARNISHMENT RELEASE (Part1)			
MCR 3.101			

Menus: 10. Tax Garnishment Processing Inquiry - Form: 4. Tax Garnishment Archive - Release Option 6=Print Release – Part 2 Example

Approved, SCAO

Original – Court (Part 1)
 1st Copy – Garnishee (Part 2)
 2nd Copy – Defendant (Part 2)
 3rd Copy – Plaintiff (Part 2)

STATE OF MICHIGAN JUDICIAL DISTRICT 7 TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH
--	---------------------	--------------------------

Court address
 GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502
 Court telephone no.
 (810) 257-3220

Plaintiff name and address (judgment creditor) People of the State of Michigan	v	Defendant name and address (judgment debtor) ADAMS, MARQUES, TERRELL 606 E BISHOP AVE FLINT, MI 48505
Plaintiff's attorney, bar no., address, and telephone no. ARDEMA, ROBERT B., 34306 5360 CASCADE RD SE GRAND RAPIDS, MI 49546 (616) 575-2060		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
		Defendant's social security no. 111-11-1111

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ is withdrawn by the plaintiff.
Date

The withdraw was authorized on _____ by _____
Date Plaintiff/Attorney Bar no.

☒ 2. The garnishment issued on 9/03/10 is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 shall be returned to the defendant and any further withholdings shall be discontinued.
Date

9/03/10
Date

Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed To their last-known addresses as defined by MCR 2.107(C)(3).

9/03/10
Date

Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part 2) MCR 3.101

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 4. Tax Garnishment Archive - Release

F6=Print Report

D6000DMC Circuit Tax Garnishment Archive Inquiry 6/06/12 10:34:15

Position to Name . . . _____ or Case . . . _____

Type options, press Enter
5=Display 6=Print Rele

Report Year

Reporting Year . . . 2012
(Cal Year Garn in effect)

F3=Exit F12=Cancel

Opt	Name		Amount Due on Garn	File Date
—	ALLEN, ANTHONY, JERMAI		1,090.00	8/09/11
—	ALLEN, ANTHONY, JERMAI		1,090.00	9/07/11
—	ARTIS, CALVIN, LEE, JR		624.00	2/15/07
—	BABB, PRESTON, CHARLES		400.00	8/20/07
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	10/24/07
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	10/14/10
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	5/27/11
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	8/03/11
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	8/09/11
—	BABB, PRESTON, CHARLES	9/10/63 00-006864-FH C	400.00	9/07/11
—	BABBITT, MARKICE, DESEAN, DALO	1/06/82 02-009208-FH C	638.90	10/30/08
—	BABBITT, MARKICE, DESEAN, DALO	1/06/82 02-009208-FH C	638.90	8/19/10
—	BABBITT, MARKICE, DESEAN, DALO	1/06/82 02-009208-FH C	638.90	8/20/10

F3=Exit F6=Print Report F12=Cancel

More...

The above screen allows the user to select the Reporting Year. This is the calendar year the tax garnishment is in effect. For example, the 2012 Reporting year will select tax garnishment records that were filed at the end of year 2011.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Archive Inquiry– Release program.

Menus: 10. Tax Garnishment Processing Inquiry - Form: 4. Tax Garnishment Archive - Release F6=Print Report - Example

Page 1	0725 - 7TH CIRCUIT COURT					6/08/12	10:40:25
Cases filed in: 2011	Collections - Tax Garnishment Archive Report for Year: 2012						
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Garn	Current Balance Due	File Date	
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	120.00	120.00	5/27/11	
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	120.00	120.00	8/03/11	
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	120.00	120.00	8/09/11	
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	120.00	120.00	9/23/11	
ABBOTT, LEONARD, GUESS	10/01/85	04-013800-FH	C	120.00	120.00	12/20/11	
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	5/27/11	
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	8/03/11	
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	8/09/11	
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	9/07/11	
ACORD, JOSEPH, LYNN	10/06/76	96-054674-FH	C	60.00	60.00	12/16/11	
ACORD, JOSEPH, LYNN	10/06/76	97-001160-FH	C	1,462.55	1,462.55	9/07/11	
ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	C	1,737.59	1,737.59	5/27/11	
ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	C	1,737.59	1,737.59	8/03/11	
ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	C	1,737.59	1,737.59	8/09/11	
ADAMS, MARQUES, TERRELL	5/25/83	01-007287-FH	C	1,737.59	1,737.59	9/07/11	
ADAMS, RANDY, LYNN	8/09/69	95-052075-FH	C	1,846.86	.00	5/27/11	
ADAMS, RANDY, LYNN	8/09/69	95-052075-FH	C	1,846.86	.00	8/03/11	
ADAMS, RANDY, LYNN	8/09/69	95-052075-FH	C	1,846.86	.00	8/09/11	

Menus: 10. Tax Garnishment Processing**Yearly Reset: 5. Tax Garnishment File Reset – Archive**

<code>_D0800DMC</code>	Tax Garnishment File Reset - Archive	8/20/07 07:58:17
Confirm information, press Enter.		
The Writ for Tax Garnishment form must be submitted yearly to the state for processing. This process will allow the user to remove all previously filed tax garnishment records and prepare the system for a new batch of entries.		
The Tax Garnishment file reset will preform the following:		
<ol style="list-style-type: none">1. Move all currently filed Tax Garnishment records to the Tax Garnishment Archive file.2. Remove all records from the Tax Garnishment file to restart the tax garnishment process. All tax garnishment records in "REVIEW" status will also be removed.		
Press Enter to perform the Tax Garnishment File Reset, or press F12=Cancel.		
F3=Exit F12=Cancel		

The above screen allows the user to easily start the tax garnishment process over for the next year. It places all tax garnishments that have already been printed into an archive file and it erases the tax garnishment file of all data so that the process can be started over for a new tax year. At this time there are no programs put into place to allow for inquiry over the archive file's data.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment File Reset – Archive and returns the user to the Tax Garnishment Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Yearly Reset: 6. Tax Garnishment Regenerate from Archive

```

D6000DMC          Tax Garnishment Regenerate from Archive   5/18/15   15:16:25

Confirm information, type choices, press Enter.

The regeneration process will read all archive records to determine
if the case is not closed and the user defined selection criteria
met. If selected, a new Tax Garnishment record will be added to
current year file with a status of TxR. All data validation and
of the forms is the responsibility of the court.

Selection criteria:
Case Closed Date Range . . . . . thru (MM/DD/YY - )
Amount Due Range . . . . . 10.00 to 9,999,999.99 ($ Range)
Case Status . . . . . 3 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 1 (1=All, 2=Public Only, 3=Supressed)
Address State . . . . . 3 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owing . . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 1 (1=All, 2=Pay Plan Only, 3=Non Pay Plan)
Active Wage Assignment . . . . . 3 (1=All, 2=WgAsn, 3=Non-WgAsn)
Exclude Stop Code(s) . . . . . ? A S _ _ _ _ _ Blank

Press Enter to perform the Tax Garnishment Regenerate from Archive
F3=Exit F4=Prompt F12=Cancel
  
```

The Case Closed Date Range is optional and is to be used if the user would like to restrict the re-generate to certain cases.

All these parameters can have a default value set in Customization. They can be overridden at run time to whatever the user requests.

The above screen will allow the user to narrow down the selection criteria to the records for the regenerate process. This job can be run multiple times if necessary. An information message will inform the user on how many records were regenerated with the selected parameters. The new records will show in the COLLECT system with a TxR status. The court will need to print, process and file all information as defined by the Michigan Department of Treasury.

Screen input edits are as follows:

- Case Closed Date Range is optional, but if entered must be a valid date range in MM/DD/YY format.
- Amount Due Range is required and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.
- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.

Menus: 10. Tax Garnishment Processing**Yearly Reset: 6. Tax Garnishment Regenerate from Archive**

- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.
- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select previously filed Tax Garn records without the selected codes.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Regenerate from Archive and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Yearly Reset: 7. Potential Tax Garnishment Cases Report

```

D6000DMC Potential Tax Garnishment Cases Report Selection 5/18/15 15:23:18

Type choices, press Enter.

Selection Criteria:
Amount Due Range . . . . . 10.00 to 9,999,999.99 ($ Range)
Case Status . . . . . 1 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 3 (1=All, 2=Public Only, 3=Suppressed)
Address State . . . . . 1 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owing . . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 3 (1=All, 2=Pay Plan Only, 3=Non Pay Plan)
Active Wage Assignment . . . . 1 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
Exclude Stop Code(s) . . . . ? - - - - - (All Blank=No Test)

Report Sort Order . . . . . 2 (1=Name, 2=Case ID)

F3=Exit F4=Prompt F12=Cancel
  
```

The above prompt screen will allow the user to select or override parameters for the Potential Tax Garnishment Report. This report is designed to be run after the Tax Garnishment Regenerate from Archive to provide a list of all other cases that may be considered for the current Tax Garnishment batch to process. The report can be narrowed down by the Selection Criteria on the screen. It can be sorted by Name or Case ID. All available cases that are not in Tax Garnishment review status that fit the Selection Criteria will be selected.

Screen input edits are as follows:

- Amount Due Range is required and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.
- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.
- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.

Menus: 10. Tax Garnishment Processing**Yearly Reset: 7. Potential Tax Garnishment Cases Report**

- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes.
- Report Sort Order is required and must be 1=Name, or 2=Case ID.

Screen function keys are as follows:

F3=Exit	Exits the Potential Tax Garnishment Cases Report prompt and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

Yearly Reset: 7. Potential Tax Garnishment Cases Report

Report Example

Page	1	0725 - 7TH CIRCUIT COURT										5/19/15	15:29:24
Collections - Potential Tax Garnishment Cases Report													
Report Selection:	Amount Due: 10.00 - 9,999,999.99	Status: ALL	SSN: SSN Only	Privacy: Non-Public									
Address State: ALL Cases		Restitution: Rest Only		Pay Plan: NON-PAY PLAN Cases		Wage Asgn: ALL Cases							
Exclude Stop Codes:		Sort Order: by CASE ID											
Name	Birth	Case ID	Stat	Amt Due	Last Filed	Garn SSN	No Pay Plan	Owe Rest	Out of State	Wage Asgn	Stp Cd	Non Pub	
ABBOTT, AARON, A	08/18/85	03-013249-FH	D	828.48				Y				Y	
UHRIG, BRANDON, MICHAEL	01/15/86	05-016142-FH	C W	999.00	12/15/14			Y		Y		Y	
WADE, JARRETT, ADAM	03/30/89	06-018926-FH	D	749.00				Y				Y	
FREDCHENKO, MARY, ALEXIS	09/24/75	93-048815-FH	C	651.48	12/15/14			Y				Y	
Total number of cases:			4	621,160.38									
** End of Report **													

Menus: 11. Collection Agency New Case Processing

```

D6000DMC          Collection Agency New Case Processing    9/09/09  15:31:17

Select one of the following:

Extract:           1. New Case Extraction
Status/Print:      2. New Case
Update:            3. Add Aged Cases to Collection Agency File

Maintenance:       4. Collection Agency File

Type selection, press Enter.  ==> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

This Collection Agency New Case Processing menu will be displayed to the user when menu option 11 is selected from the main menu. This option allows the user to process defendants with new cases that were already sent to a 3rd Party Collection Agency.

Screen input edits are as follows:

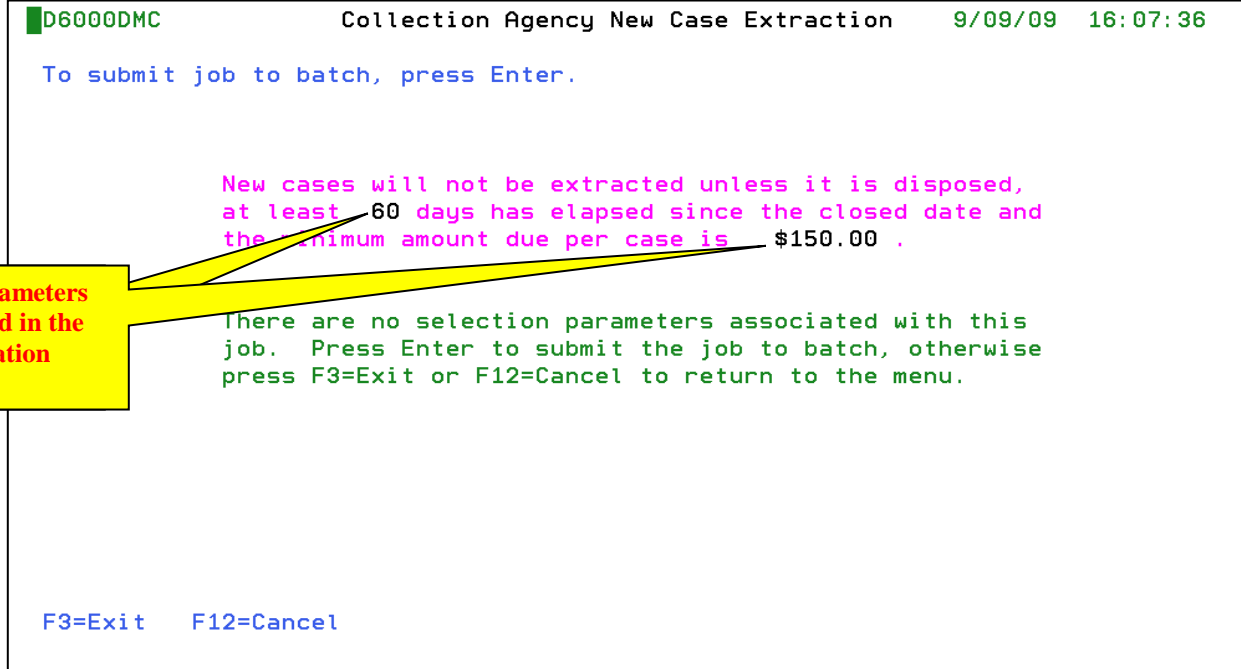
- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency

Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction



D6000DMC Collection Agency New Case Extraction 9/09/09 16:07:36

To submit job to batch, press Enter.

New cases will not be extracted unless it is disposed, at least 60 days has elapsed since the closed date and the minimum amount due per case is \$150.00 .

There are no selection parameters associated with this job. Press Enter to submit the job to batch, otherwise press F3=Exit or F12=Cancel to return to the menu.

F3=Exit F12=Cancel

The Collection Agency New Case Extraction screen will display will display for verification of parameters. The user just needs to press Enter, to submit the job.

Once a defendants case(s) have been sent to a Collection Agency, the COLLECT system will no longer send statements to that individual. This process will identify and later notify these individuals who get a new case entered on the system. The case must be disposed, at least XXX days have elapsed since the closed date and have an amount due greater than or equal to the defined parameter. The number of days to elapse and minimum amount due per case is defined in the Customization Section. Once the user submits this job, they will receive a completion message back to their work station with the number of cases that were extracted. Based on the results, they can continue with the notification process or run this job at a later date if no new cases were found.

A report will be generated to list all new cases that were extracted.

Screen function keys are as follows:

F3=Exit	Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction

Report Example

Page	1	25 - 7TH CIRCUIT COURT				9/10/09	16:23:36
Collection Agency New Case Extraction Report							
Case ID	Name	Address	DOB	Closed Date	Amount Due		
01-008060-FH	EDWARDS, WALTER, HERMAN	6115 BERMUDA LANE	12/30/44	09/01/09	375.00		
01-008079-FH	TESSMER, PATTY, NICKOLE	MT MORRIS MI 48458	04/07/74	09/01/09	445.00		
		246 MAPLELEAF					
		LAPEER MI 48446					
				Total number of cases:	2	-----	
						820.00	
** End of Report **							

Menus: 11. Collection Agency New Case Processing

Status/Print: 2. New Case

```

D6000DMC                               Collection Agency New Case Maintenance    9/09/09    16:28:46

Position to Case Id . . . _____

Type options, press Enter.
  4=Remove    6=Print Notice    7=ROA    H=Hold    S=Send Next Run    R=Reset Status

Opt  Case Id      Name      Stat      Extract  Days  Last Activity      Bal Due
  █   00-005686-FH  GARRETT, DARRYL, DION      AGING      8/24/09    13    7/03/78      60.00
  _   00-005717-FH  BUTERAKOS, DEREK, JOHN    HOLD      8/24/09     0    8/24/09 New Case      60.00
  _   00-006387-FH  GILLIAM, JASON, CURTIS    AGING      8/24/09    13    4/25/79      60.00
  _   00-006459-FH  WILLINGHAM, JAMES, NATHAN  AGING      8/24/09    13    11/30/72     60.00
  _   00-006481-FH  PHELPS, WANDA, ELIZABETH  HOLD      8/24/09     0    12/19/64     60.00
  _   00-006714-FH  HOLMES, IRA, KAREEM      AGING      8/24/09    13    5/17/77      60.00

                                     8/24/09 Statement Printed
                                     8/24/09 Statement Printed
                                     8/24/09 Statement Printed
                                     8/24/09 Statement Printed
                                     8/24/09 Statement Printed

More . . .

F3=Exit    F7=Print All Available    F12=Cancel

```

The Collection Agency New Case Maintenance screen allows the user to process cases that were extracted to this temporary holding file. The processing of these new cases is designed to follow these steps:

- The new cases gets extracted based on customization parameters
- A statement/letter is printed to inform the defendant of their collection agency status. The ROA will be updated indicating a statement/letter was sent.
- After the cases are printed, they age in this file and await payment. The days to age is based on a customization parameter. If a payment is detected, the aging process will start over. If the case is paid in full, it will be removed from this process.
- Once the aging days expire, the case will be added to the Collection Agency Send File and the ROA will be updated. This will occur when the user takes menu option "3. Add Aged Cases to Collection Agency File".

Screen input edits are as follows:

- The option field will only accept 4=Remove, 6=Print Notice, 7=ROA, H=Hold, S=Send Next Run, R=Reset Status. Any other value will generate an edit error.

Screen options will perform the following tasks:

- 4=Remove – Will remove the case from the temporary holding file. If the case is not closed, it will re-appear the next time the extract is run.
- 6=Print Notice – will print either a statement or letter based on a customization parameter. The user will be prompted for what text to apply to the statement/letter.

Menus: 11. Collection Agency New Case Processing

Status/Print: 2. New Case

- 7=ROA – will display the JIS ROA screen for the selected case.
- H=Hold – will place an indefinite hold on the case and not allow any further processing.
- S=Send Next Run – will force the system to bypass the regular aging process and add the case to the Collection Agency Send File the next time the “3. Add Aged Cases to Collection Agency File” menu option is run.
- R=Reset Status – will remove the Hold or Send status and resume the regular aging process once the statement/letter is printed.

Screen function keys are as follows:

F3=Exit	Exits the Collection Agency New Case Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F7=Print All Available	Will print all extracted cases in that have not yet been printed. The user will be prompted for the statement/letter text to use on the notices. The ROA will be updated indicating a statement/letter was sent.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 11. Collection Agency New Case Processing

Status/Print: 2. New Case Status/Print:

6=Print Notice

```

D6000DMC          Collection Agency New Case Maintenance   9/09/09  16:28:46
                  Statement Text Selection
Posi  Type options, press Enter.
      1=Select
Type  Opt  ID  Statement Text (First 7 Lines)
4=R   █    1  The 7th Judicial Circuit has a computer system to
      STANDARD track individuals who have outstanding fines and cost. Our
      **YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY**
Opt    records indicate that your account is PAST due.
-      **YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY**
6      Failure to make a payment may result in a bench warrant for
      credit card.
-      ***** 2ND NOTICE *****
-      **YOU MUST RESOLVE THIS MATTER WITH COURT IMMEDIATELY**
-      STANDARD Failure to make a payment may result in a bench warrant for
-      your arrest. Payment can be made in cash, money order or
-      credit card. Reimbursement Office 810.257-2711 Mon - Fri
-      8:00 - 5:00.
-      **** Payment arrangements must be made in person ****
      More...
      F3=Exit  F12=Cancel
F3=E
  
```

The Text Selection screen will allow the user to select the text to print on the statement/letter. It will default to the text that was used the last time a statement/letter was printed. When the user wants a different text to print on the statement/letter, they may key in the appropriate message ID and press Enter or press F4=Prompt and they can choose from a list of available text. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the statement/letter and update the register of actions.

The message IDs correspond to either the statement templates (1-100) or the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu. The determination of using a statement or letter is determined by a customization parameter.

Screen input edits are as follows:

- A valid message id must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the Collection Agency New Case Maintenance program.
F4=Prompt	Displays a window with all the available text ID's for selection.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Menus: 11. Collection Agency New Case Processing

Update: 3. Add Aged Cases to Collection Agency File

D6000DMC	Add Aged Cases to Collection Agency File	9/09/09	16:36:35
To submit job to batch, press Enter.			
Aged cases at least 30 days with no activity or case in SEND status will be selected to be added to the Collection Agency Send file.			
There are no selection parameters associated with this job. Press Enter to submit the job to batch, otherwise press F3=Exit or F12=Cancel to return to the menu.			
F3=Exit F12=Cancel			

This parameter is defined in the Customization Section

The Add Aged Cases to Collection Agency file screen will display. The user just needs to press Enter, to submit the job.

This process will pull records from the temporary holding file that have been aged XXX number of days or were in the SEND status and add them to the Collection Agency Send file. This is the last step in the process to catch all new cases for defendants that have already been sent to a Collection Agency. The number of days to age is determined by a customization parameter.

A report will be generated to list all cases that are to be sent to the Collection Agency.

Screen function keys are as follows:

F3=Exit	Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

```

D6000DMC          Circuit COLLECT System Main Menu          5/18/15  11:37:56
Select one of the following:                                County: 25

Maintenance:      1. Collections / Payment Plan
                  2. Case Address Synchronization
                  3. Name Synchronization

Statements:       4. Standard Statement Print

Menus:
    Password . . . . . ~~~~
    F3=Exit  F8=Change  F12=Cancel

    11. Collection Agency New Case Processing

System:           80. Customization
Quit:             90. Signoff
Type selection, press Enter. ==> 80                               Ver: 15.06.00

F3=Exit  F6=Msgs  F7=Spool Files  F8=Sbm Jobs  F10=Chg County  F12=Cancel
  
```

The above screen will display when 80. Customization is selected from the Collection Main Menu. This prompt has been added for additional security surrounding the system customization parameters. The user is prompted for a four character password. The password is preset by DMC and is embedded in the software. If you do not know your password, contact DMC Technology Group at 419-535-2900.

Changing the System Customization Password.

Due to multiple requests from various users, you now have the ability to change the customization password. Any user, who knows the password, will be able to enter the system customization section, but only authorized users will be able to change the actual password value. Documented below are the requirements needed to change the password, as well as step-by-step instructions to complete the task.

Authorizing a user (or yourself) to change the password.

Usually, only one person, like the court administrator, has the ability to change the system password. The password should only be given to those responsible for maintaining the system customization values.

*****NOTE*** Use caution when maintaining user profiles. Do not change any values other than what is outlined here!**

System: 80. Customization

1. To authorize a user to change the COLLECT System Customization password, you must sign on the AS/400 or iSeries as QSECOFR (or have QSECOFR rights) to change user profiles.
2. Enter the following command: **CHGUSRPRF** *username* and press F4. (Replace *username* with the user profile name of the person to authorize. Like D0800DMC in this example.) The following screen will appear.

Change User Profile (CHGUSRPRF)

Type choices, press Enter.

User profile	> <u>D0800DMC</u>	Name
User password	<u>*SAME</u>	Character value, *SAME, *NONE
Set password to expired	<u>*NO</u>	*SAME, *NO, *YES
Status	<u>*ENABLED</u>	*SAME, *ENABLED, *DISABLED
User class	<u>*USER</u>	*SAME, *USER, *SYSOPR...
Assistance level	<u>*SYSVAL</u>	*SAME, *SYSVAL, *BASIC...
Current library	<u>*CRTDFT</u>	Name, *SAME, *CRTDFT
Initial program to call	<u>ENVMNUC</u>	Name, *SAME, *NONE
Library	<u>ENV</u>	Name, *LIBL, *CURLIB
Initial menu	<u>MAIN</u>	Name, *SAME, *SIGNOFF
Library	<u>*LIBL</u>	Name, *LIBL, *CURLIB
Limit capabilities	<u>*NO</u>	*SAME, *NO, *PARTIAL, *YES
Text 'description'	<u>'* 8th District Test User sign-on'</u>	

F3=Exit F4=Prompt F5=Refresh F10=Additional
F13=How to use this display F24=More keys

To authorize users, type an asterisk in the first position of the text description parameter.

3. To authorize users, type and asterisk (*) in the first position of the text description parameter, and press Enter. If there is other information in this field, it can be shifted to the right, but the asterisk must be in position 1. You can now sign off and sign back on with your normal District Court user profile.
4. Get into the COLLECT system and enter 80. Customization from the main menu and press Enter. The following screen will appear:

System: 80. Customization

5. Press F8=Change to initiate a password change. The following pop-up window will appear:

```
D0800DMC          Circuit COLLECT System Main Menu          1/12/07  15:03:43

Select one of the following:

Maintenance:          1. Collections / Payment Plan
                      2. Case Address Synchronization
                      3. Name Synchronization

Statements:           4. Standard Statement Print

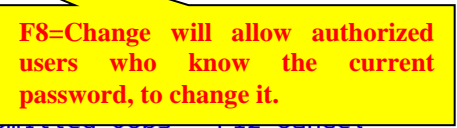
Menus:
    Password . . . . . ~~~~
    F3=Exit  F8=Change  F12=Cancel

System:               80. Customization

Quit:                 90. Signoff

Type selection, press Enter.  ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Files  F12=Cancel
```



System: 80. Customization

D0800DMC Circuit COLLECT System Main Menu 1/12/07 15:03:43

Select one of the following:

Maintenance: 1. Collections / Payment Plan
 2. Case Address Synchronization
 3. Name Synchronization

Statements: 4. Standard Statement Print

Menus:

System:

Quit:

Current password ~~~~

New password ~~~~

New password (verify). . . ~~~~

F3=Exit F12=Cancel

Type selection, press Enter. ==> 80

F3=Exit F6=Messages F7=Spooled Files F8=Submitted Jobs F12=Cancel

Type the current password here.

Type the new password here

And the same new password here, to verify.

6. You will need to type the current password, and the new password twice to successfully change the password. If you do not know the current password, you will not be able to change the password. If you do not type the same new password twice, you will not be able to change the password.

When you have successfully changed the password, the system will resume the 80. Customization request and display the COLLECT System Customization Menu. If you do not meet all criteria involved with changing the password, error messages will be displayed on the bottom line of the pop-up window.

System: 80. Customization

```

D6000DMC          Circuit COLLECT System Customization Menu  5/18/15  15:33:32

Select one of the following:

Customization:      1. System Tailoring
                   2. Standard Statement Logic Tailoring
                   3. Warrant Statement Logic Tailoring
                   4. Collection Agency Extract Logic Tailoring
                   5. Collection Agency New Case Processing
                   6. Tax Garnishment

System:             7. Initial Setup Menu

Maintenance:       8. Stop Code

Type selection, press Enter.  ===> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

When the user, with proper authority, takes an 80 from the main menu, the above screen will be displayed.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect Main Menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

D6000DMC	Circuit COLLECT System Tailoring	9/09/09 11:11:47
		Maintenance Customization
Type choices, press Enter.		7TH CIRCUIT COURT
Wage Assignment	- Print Address Page <u>Y</u>	('Y'es, 'N'o)
	Number of copies <u>01</u>	(Number)
	Specific Printer _____	(Name, blank=Default)
Wage Assign Cancel	- Print Address Page <u>Y</u>	('Y'es, 'N'o)
	Print Form <u>Y</u>	('Y'es, 'N'o)
	Number of copies <u>01</u>	(Number)
	Specific Printer _____	(Name, blank=Default)
Notification Letter-	Print State Seal <u>Y</u>	('Y'es, 'N'o)
	Number of copies <u>1</u>	(Number)
	Specific Printer <u>HP3005</u>	(Name, blank=Default)
	Add ROA Notes <u>Y</u>	('Y'es, 'N'o)
		More...
F3=Exit	F12=Cancel	

When the user selects 1. System Tailoring from the Customization Menu, the above screen will be displayed. The Collections System Tailoring screens allow the user to customize all prompt screen defaults to their own needs, therefore decreasing the time and thought process to use the system. Type in the defaults in each of the categories that will fit your needs most of the time. Every time the user requests a report, the defaults will be displayed on the selection screen.

Screen field definitions and edits are as follows:

'Print Address Page' – Wage Assignment

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Wage Assignment

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment form to be generated.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'Specific Printer' – Wage Assignment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used. This printer MUST be a laser printer capable of printing graphical images due to the design of the form.

This field identifies the printer on which the Wage Assignment form will be printed.

'Print Address Page' – Wage Assignment Cancellation

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment termination. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Wage Assignment Cancellation

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment Termination form to be generated.

'Specific Printer' – Wage Assignment Cancellation

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used. This printer MUST be a laser printer capable of printing graphical images due to the design of the form.

This field identifies the printer on which the Wage Assignment Termination will be printed.

'Print State Seal' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate the notification letter with a state seal in the upper left hand corner. If an "N" is entered, the application will not generate the notification letter with a state seal.

'Number of Copies' – Notification Letter

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Notification Letter to be generated.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'Specific Printer' – Notification Letter

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used. If your court is printing the state seal on the notification letter, this printer MUST be a laser printer capable of printing graphical images due to the design of the form. Otherwise, any printer capable of printing on 8½ x 11 should work correctly.

This field identifies the printer on which the Notification Letter will be printed.

'Add ROA Notes' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will display the Add ROA Notes screen after the text for the notification letter is selected. If an "N" is entered, the application will not display the Add ROA Notes screen and no additional ROA notes can be entered.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization – Screen 2

D6000DMC	Circuit COLLECT System Tailoring	9/25/13 14:51:27
	Maintenance Customization - Screen 2	
Type choices, press Enter.		7TH CIRCUIT COURT
Incarceration	- Use COLLECT Tracking . . <u>Y</u>	('Y'es, 'N'o)
Release Date Rpt	- Days Within Rel Date . . <u>91</u>	(Number of Days)
	Inc All Exp Rel Dates. . <u>N</u>	('Y'es, 'N'o)
	Include Zero Balances. . <u>Y</u>	('Y'es, 'N'o)
Stop Code	- Add COLLECT/ROA Notes. . <u>Y</u>	('Y'es, 'N'o)
		More...
F3=Exit F12=Cancel		
Previous screen values have been updated.		

This is a continuation of the Collect Prompt Defaults.

Screen field definitions and edits are as follows:

'Use COLLECT Tracking' – Incarceration

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will track a defendant's incarceration status using the COLLECT system. If an "N" is entered, the application will track a defendant's incarceration status using the information found in JIS.

'Days Within Release Date' – Incarceration Release Date Report

This field will accept any number from zero – 999. It will be used as the prompt default when the report is requested.

'Include All Expired Release Dates' – Incarceration Release Date Report

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

'Include Zero Balances' – Incarceration Release Date Report

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization – Screen 2

'Add COLLECT/ROA Notes' – Stop Code

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will display the COLLECT/ROA notes screen every time a stop code is added or removed. This will allow the user to document the reason for the stop code.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

D6000DMC	Circuit COLLECT System Tailoring		9/09/09 11:32:44
	Payment Plan Customization		
Type choices, press Enter.			7TH CIRCUIT COURT
Payment Plan Maint -	Payment Verification . . .	<u>F</u>	('F'ull amt, 'P'artial amt)
	Grace Period	<u>5</u>	(Number of days)
	Case ROA Update	<u>A</u>	('A'll, 'O'nly)
	Maximum Duration	<u>10</u> <u>0</u>	(1-10 Years, 0-11 Months)
	Last Payment Message . . .	<u>W</u>	('B'ottom Line, 'W'indow)
Payment Schedule -	Print Payment Schedule . .	<u>N</u>	('Y'es, 'N'o)
	Number of copies	<u>2</u>	(Number)
	Specific Printer		(Name, blank=Default)
Payment Coupons -	Print Payment Coupons. . .	<u>N</u>	('Y'es, 'N'o)
	Specific Printer		(Name, blank=Default)
Payment Plan Inqry -	Specific Printer	<u>HP3005</u>	(Name, blank=Default)
			More...
F3=Exit F12=Cancel			
Previous screen values have been updated.			

This is a continuation of the COLLECT System Customization.

'Payment Verification' – Payment Plan Maintenance

This field is required and will only accept an "F"=Full Amount or "P"=Partial Amount.

This default value will appear when entering a payment plan.

'Grace Period' – Payment Plan Maintenance

This field is required and will only accept a value between 0 and 5. The grace period will extend the due date by the number of days entered. Payment made within the grace period will be applied to the previous payment number period. The grace period will have no effect on the generation of the overdue statements, only where the payment gets applied. If your court does not want to use the grace period feature, enter a value of zero.

This default value will be applied to all payment plans entered.

'Case ROA Update' – Payment Plan Maintenance

This field is required and will only accept an "A"=All (all of the defendants cases will be updated) or "O"=Only (only the cases being placed on the payment plan will be updated).

This default value will appear when entering a payment plan.

System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

'Maximum Duration' – Payment Plan Maintenance

This field is required and will only accept a whole number from 1 to 10. Any other value will generate an edit error.

This default value will appear when entering a payment plan. The payment plan will be limited to not exceed the Maximum Duration. If the maximum duration is hit, the last payment will be calculated to bring the pay plan to zero.

'Last Payment Message' – Payment Plan Maintenance

This field is required and will only accept an "B"=Bottom Line (An information message will be displayed on the bottom line of the screen to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger.) or "W"=Window (This is the more obvious information message because it will appear across the center of the screen in its own window to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger. The user must press enter to continue to clear the message window from the main screen.)

'Print Payment Schedule' – Payment Schedule

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

'Specific Printer' – Payment Schedule

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Schedule will be printed.

'Number of Copies' – Payment Schedule

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Payment Schedule to be generated.

'Print Payment Coupons' – Payment Coupons

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

'Specific Printer' – Payment Coupons

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Coupons will be printed.

'Specific Printer' – Payment Plan Inquiry

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Plan Inquiry Information will be printed.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

```

D6000DMC          Circuit COLLECT System Tailoring          6/15/11 13:20:59
                                Reporting Customization
Type choices, press Enter.                                7TH CIRCUIT COURT

Balance Due Report - Report Basis . . . . . 1 (1=All,2=Pay,3=Non Pay)
                   Report Type . . . . . 1 (1=Detail, 2=Summary)
                   Case Status . . . . . 1 (1=All, 2=Closed Cases)
                   Defendant Status . . . . . 1 (1=All,2=Prsn,3=Jail,4=Nthr)

Show Cause Report - Number of Statements . . 2 (Greater than or equal)
                   Exclude Stop Code Cases. Y ('Y'es, 'N'o)

Payment Plan Exp - Days Within Expiring . . 45 (Number of Days)

Money Collected Rpt- Number of Days Last Stm. 90 (Number, 999=Any Stmt)
                   Report Type . . . . . 1 (1=Stm, 2=Full, 3=Sum)
                   Include Only Case Type ? AE (JIS Case Type, F4=Prompt)

Money Coll by Event- Number of Days Last Pmt. 90 (Number, 999=Any Pmt)
                   Report Type . . . . . 1 (1=Pmt, 2=Full, 3=Sum)

F3=Exit F4=Prompt F12=Cancel
Previous screen values have been updated.
More...
  
```

This field can only be edited with the F4=Prompt key.

This is a continuation of the COLLECT System Customization.

'Report Basis' – Balance Due

This field is required and will only accept a "1"=All, "2"=Payment Plan, "3"=Non Payment Plan.

This default value will appear when selecting the Balance Due Report.

'Report Type' – Balance Due

This field is required and will only accept a "1"=Detail, "2"=Summary.

This default value will appear when selecting the Balance Due Report.

'Case Status' – Balance Due

This field is required and will only accept a "1"=All, "2"=Closed Cases.

This default value will appear when selecting the Balance Due Report.

'Defendant Status' – Balance Due

This field is required and will only accept a "1"=All, "2"=Prison, "3"=Boot Camp, "4"=Jail, "5"=All but Prison, Boot Camp, Jail.

This default value will appear when selecting the Balance Due Report.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

'Number of Statements' – Show Cause Report

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Show Cause Report.

'Exclude Stop Code Cases' – Show Cause Report

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Show Cause Report.

'Days Within Expiring' – Pay Plan Expiration Report

This field will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Pay Plan Expiration Report.

'Number of Days Last Stm' - Money Collected Report

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Report Type' – Money Collected Report

This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Include Only Case Type' – Money Collected Report

This field is optional. If left blank the report will include all case types. If one or more case types are entered, only those case types will be included on the report. This field can only be edited with the F4=Prompt key to insure only valid JIS case types are entered.

This default value will appear when selecting the Money Collected Report.

'Number of Days Last Pmt' - Money Collected by Event Report

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected by Event Report.

'Report Type' – Money Collected by Event Report

This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.



System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization – Screen 2

D6000DMC	Circuit COLLECT System Tailoring	6/09/14 10:07:07
Type choices, press Enter.		Reporting Customization - Screen 2
		7TH CIRCUIT COURT
Event Sent Report -	Report Order <u>1</u>	(1=Date, 2=Event)
	Report Type. <u>1</u>	(1=Detail, 2=Summary)
Wage Assignment Rpt-	Report Selection <u>1</u>	(1=All,2=Pay,3=Non Pay)
	Assignment Type <u>1</u>	(1=All,2=No Term,3=Term)
	Report Type <u>1</u>	(1=Detail, 2=Summary)
Address Stop Rpt -	Report Selection <u>1</u>	(1=All,2=Pay,3=Non Pay)
	Report Type. <u>1</u>	(1=All, 2=Only New)
Stop Code Report -	Report Selection <u>1</u>	(1=All,2=Pay,3=Non Pay)
	Select only Stop Code. . . <u>S</u>	(blank, Code Value)
3rd Pty Collect Rpt-	Days for Payment Recvd . <u>30</u>	(Number)
More...		
F3=Exit F12=Cancel		
Previous screen values have been updated.		

This is a continuation of the COLLECT System Customization.

'Report Order' – Event Sent Report

This field is required and will only accept a 1=Date, or 2=Event. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Type' – Event Sent Report

This field is required and will only accept a 1=Detail, or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Selection' – Wage Assignment Rpt

This field is required and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Assignment Type' – Wage Assignment Rpt

This field is required and will only accept a 1=All, 2=Not Terminated, or 3=Terminated. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization – Screen 2

‘Report Type’ – Wage Assignment Rpt

This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

‘Report Selection’ – Address Stop Report

This field is required and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

‘Report Type’ – Address Stop Report

This field is required and will only accept a 1=All or 2=Only New. Any other value will generate an edit error.

This default value will appear when selecting the Address Stop Report.

‘Report Selection’ – Stop Code Report

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

‘Select Only Stop Code’ – Stop Code Report

This field is required and will only accept a Blank=All or the actual Code Value to select only that code. Any other value will not generate any records on the report.

This default value will appear when selecting the Address Stop Report.

‘Days for Payment Recvd’ – 3rd Pty Collect Report

This field is required and will only accept a number greater than zero. Any other value will generate an edit error.

This default value will appear when selecting the 3rd Party Collect Report.

Screen function keys are as follows:

F3=Exit

Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

F12=Cancel

Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization – Screen 3

D6000DMC	Circuit COLLECT System Tailoring	5/18/15 15:44:03
	Reporting Customization - Screen 3	
Type choices, press Enter.		7TH CIRCUIT COURT
Never Rec'd a Stmt -	Include Case Status . . . <u>1</u>	(1=All, 2=Closed)
	Include Pay Plans . . . <u>1</u>	(1=All, 2=PP, 3=NPP)
	Include Stop Codes . . . <u>1</u>	(1=All, 2=Stop Cd, 3=NSC)
Potential Tax Garns-	Amount Due Range	<u>10.00</u> - <u>9,999,999.99</u> (\$)
	Case Status	<u>1</u> (1=All, 2=WRNT, 3=Non-WRNT)
	SSN Selection	<u>2</u> (1=All, 2=SSN Only, 3=No SSN)
	Case Privacy	<u>3</u> (1=All, 2=Pub, 3=Non-Pub)
	Address State	<u>1</u> (1=All, 2=MI, 3=Non-MI)
	Restitution Owning	<u>2</u> (1=All, 2=Rest, 3=Non-Rest)
	Payment Plan	<u>3</u> (1=All, 2=Pay, 3=Non-Pay)
	Active Wage Assignment . . .	<u>1</u> (1=All, 2=WgAsn, 3=Non-WgAsn)
	Exclude Stop Codes . . . ?	- - - - -
	Sort Order	<u>2</u> (1=Name, 2=Case ID)
Pay Plan Past Due -	Targeted Past Due Range. <u>90</u> to <u>120</u>	(Number of Days)
Reporting	- All Reports on HOLD. . . <u>Y</u>	('Y'es, 'N'o)
F3=Exit F4=Prompt F12=Cancel		More...
Previous screen values have been updated.		

'Include Case Status' – Never Received a Statement Report

This field is required and will only accept a 1=All, 2=Disposed or 3=Pending. Any other value will generate an edit error.

This default value will be used when running the Address Differences Report.

'Include Pay Plans' – Never Received a Statement Report

This field is required and will only accept a 1=All, 2=Payment Plans or 3=Non-Payment Plans. Any other value will generate an edit error.

This default value will be used when running the Address Differences Report.

'Include Stop Codes' – Never Received a Statement Report

This field is required and will only accept a 1=All, 2=Stop Codes or 3=Non-Stop Codes. Any other value will generate an edit error.

This default value will be used when running the Address Differences Report.

'Amount Due Range' – Potential Tax Garns Report

This field is required and the first amount must be less than or equal to the second amount.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization – Screen 3

'Case Status' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Potential Tax Garns Report

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Potential Tax Garns Report

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

'Payment Plan' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Potential Tax Garns Report

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

'Report Sort Order' – Potential Tax Garns Report

This field is required and must be 1=Name, or 2=Case ID. Any other value will generate an edit error.

System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization – Screen 3

'All COLLECT Reports to be Placed on HOLD' – Reporting

This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

If a "Y" is entered, all spooled file reports will be placed on hold. If an "N" is entered, all spooled file reports will print upon completion of the print job. It is strongly recommended to set this parameter to "Y".

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

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D6000DMC          Circuit COLLECT System Tailoring          5/18/15  15:55:43
                                                           State Form/Misc Customization
Type choices, press Enter.                                7TH CIRCUIT COURT

Tax Garnishment    - Specific Printer . . . . . HP2100      (Name, blank=Default)
                   Number of Copies (P1). . . . . 2          (Number) (SSN)
                   Number of Copies (P2). . . . . 3          (Number) (No SSN)
                   Federal ID Number . . . . . FED123456
                   Agency Name . . . . . 7TH CIRCUIT COURT
                   Court Type & Number. . . . . C 41 1      (See DOT Inst-Form 2142)

Proof of Service   - Specific Printer . . . . . HP2100      (Name, blank=Default)
                   Number of Copies . . . . . 3             (Number)

Tax Garn Release   - Specific Printer . . . . . HP2100      (Name, blank=Default)
                   Number of Copies (P1). . . . . 1          (Number) (No SSN)
                   Number of Copies (P2). . . . . 1          (Number) (SSN)

                                                           More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
  
```

This is a continuation of the COLLECT System Customization.

'Specific Printer' – Tax Garnishment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies (P1)' – Tax Garnishment

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Part 1 form to be generated. (SSN is blacked out.)

'Number of Copies (P2)' – Tax Garnishment

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Part 1 form to be generated. (SSN is printed on the form.)

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Specific Printer' – Proof of Service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Proof of Service form to be generated.

'Specific Printer' – Tax Garnishment Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Release will be printed.

'Number of Copies (P1)' – Tax Garnishment Release

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Release Part 1 form to be generated. (SSN is blacked out.)

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Number of Copies (P2)' – Tax Garnishment Release

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Release Part 1 form to be generated. (SSN is printed on the form.)

'Minimum Amount Due' – Tax Garn Regenerate

This field is required and will only accept a whole number greater than or equal to \$5.00. Any other value will generate an edit error.

This field identifies the cutoff amount due in order to regenerate a new Tax Garnishment record for the current year.

Screen function keys are as follows:

F3=Exit

Returns the user to the Customization Menu.

F12=Cancel

Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization – Screen 2

D6000DMC	COLLECT System Tailoring	5/18/15 15:56:47
Type choices, press Enter.		State Form Customization - Screen 2
		7TH CIRCUIT COURT
Tax Garn Regenerate-	Amount Due Range	10.00 - 9,999,999.99 (\$)
	Case Status.	3 (1=All, 2=WRNT, 3=Non-WRNT)
	SSN Selection.	2 (1=All, 2=SSN Only, 3=No SSN)
	Case Privacy	1 (1=All, 2=Pub, 3=Non-Pub)
	Address State.	3 (1=All, 2=MI, 3=Non-MI)
	Restitution Owing.	2 (1=All, 2=Rest, 3=Non-Rest)
	Payment Plan	1 (1=All, 2=Pay, 3=Non-Pay)
	Active Wage Assignment	3 (1=All, 2=WgAsn, 3=Non-WgAsn)
	Exclude Stop Codes	? A S (All Blank=No Test)
		Bottom
F3=Exit F4=Prompt F12=Cancel		
Previous screen values have been updated.		

'Amount Due Range' – Tax Garn Regenerate

This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Tax Garn Regenerate

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Tax Garn Regenerate

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization – Screen 2

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 1. System Tailoring

Miscellaneous Customization

D6000DMC	COLLECT System Tailoring	5/18/15 15:58:09
		Miscellaneous Customization
Type choices, press Enter.		
Database Backup	- Tape Device	TAP01 (Name)
		Bottom
F3=Exit F12=Cancel		
Previous screen values have been updated.		

'Tape Device' – Database Backup

This field is required and will only accept a valid tape device name on the iSeries.

This parameter is only important if the user uses the 'Backup to Tape' option on the collection main menu.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

D6000DMC		Circuit COLLECT Statement Logic Tailoring		6/06/12 15:06:51	
		Batch Level			
		Person Level			
		Case Level			
Type choices, press Enter.					
Statement Form Layout.		L		(L=Notification Letter) (M=Mailer) (P=Postcard)	
Maximum Number of Statements to Print.		200		(Number)	
Print Exception Report		Y		('Y'es, 'N'o)	
Allow Selection of Statement Text		N		('Y'es, 'N'o)	
Trial Report Print Order		Z		('N'ame, 'Z'ip Code)	
Text ROA Update.		B		('B'asic, 'D'etailed)	
Payment Plan Parameter Override.		C		('C'ollect Sched, 'S'td Parms)	
Track Returned Statements.		B		('B'arcode, 'C'ase, 'N'o)	
F3=Exit F12=Cancel					

BATCH level parameters:

When the user with proper authority, enters 2. Standard Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the standard statement run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the statement print on the batch level.

Screen field definitions and edits are as follows:

'Statement Form Layout'

This field is required and will only accept an "L"= Notification Letters, "M"=Mailers, or "P"=Postcards. Any other value will generate an edit error.

This field identifies the type of form to use when printing the statements/mailers.

'Max Number to Print'

This field is required and will accept any non-zero number. Any other value will generate an edit error.

This field is used to control the total number of statements to print for any given run. Enter 99999 to print as many statements that match the parameters.

System: 80. Customization

Customization: 2. Statement Logic Tailoring

'Print Exception Report'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field is used to control the whether the user wants an exception report to print during the statement run.

'Allow Selection of Statement Text'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the user will be able to select the statement text, at statement generation time, to appear regardless of the statement number being printed. If an "N" is entered, the user will not be able to select which text will appear on the statement, the statement number being run will be used instead.

**** NOTE ** Please be careful when selecting a "Y" for this parameter. The user will assume the responsibility of selecting the correct Text ID for every statement run.**

'Trial Report Print Order'

This field is required and will only accept a "N"=Name or "Z"=Zip. Any other value will generate an edit error.

If an "N" is entered, the application will generate the trial report in name order. If a "Z" is entered, the application will generate the trial report in zip code order.

'Text ROA Update'

This field is required and will only accept a "B"=Basic or "D"=Detailed. Any other value will generate an edit error.

When the parameter is set to Basic, a single line will be written to the ROA stating: Letter Sent-1-101-\$760.00. The 1 indicates statement #1, and the 101 is the Text ID of the statement. The total dollar amount is stated last. When the parameter is set to Detailed, three lines will be written to the ROA stating:

Letter Sent - Overdue Payment
Stmt Nbr - 1 Text - 101
Tot Due on Stmt - \$50.00

System: 80. Customization

Customization: 2. Statement Logic Tailoring

'Payment Plan Parameter Override'

This field is required and will only accept "C"=COLLECT Schedule only or "S"=Standard JIS parameters combined with the COLLECT Schedule. If you are satisfied with the way overdue notices were generated for Payment Plans, then this field should be set to "S". (The overdue notice selection logic for Payment Plans will remain exactly the same as it has been.) If your court decides to IGNORE all JIS dates and JIS system activities for COLLECT Payment Plan cases, then set this value to "C". All Payment Plan cases will be checked solely against the Payment Schedule to determine if they are overdue. The only checks beside the Payment Schedule will be for Stop Cycle, correct Last Activity Date, correct Statement Number, and the correct Statement Type.

****NOTE** If you decide to run the system in "C" mode. Please verify all results with "Trial Reports" prior to running live.**

'Track Returned Statements'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If an "N" is entered, the application will generate the statements without a barcode and case id on the outside envelope. If a "Y" is entered, the application will generate the statements with a barcode and case id on the outside envelope.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

Customization: 2. Statement Logic Tailoring

D0800DMC	COLLECT Statement Logic Tailoring	1/12/07 15:45:20
	Batch Level	
	Person Level	
	Case Level	
Type choices, press Enter.		
Minimum Balance Due	25.00	(Greater than or equal)
Defendants Eliminated Cases	I	(I = Include) (E = Exclude) (D = Exclude Defendant)
Exclude Blank Address	Y	('Y'es, 'N'o)
F3=Exit F12=Cancel		
Previous screen values have been updated.		

PERSON / INDIVIDUAL level parameters:

This is the second set of COLLECT Statement Logic Tailoring. The following parameters affect the defendant as a whole.

Screen field definitions and edits are as follows:

'Minimum Bal Due'

This field is required and will accept any non-zero dollar amount. Any other value will generate an edit error.

This field is used to determine when to include a case. The application will determine the total amount for the name/date of birth combination and if this amount is greater than the amount entered in this field, it will generate a statement/mailed.

'Defendants Eliminated Cases'

This field is required and will only accept an "I"=Include, "E"=Exclude, or "D"=Exclude Defendant. Any other value will generate an edit error.

If an "I" is entered, the application will include ALL of the defendant's cases as long as money is due. Be aware of this option because it will include all cases for a defendant even though some cases may have been eliminated by one of the selection parameters. In summary, if just one case passes all selection criteria, all cases will appear on the statement.

System: 80. Customization

Customization: 2. Statement Logic Tailoring

If an “E” is entered, the application will only include the case(s) on the statement that meet the selection criteria. In summary, only cases that pass all selection criteria edits will appear on the statement.

If a “D” is entered, the application will exclude the defendant if any of their cases have been excluded. In summary, all cases for a defendant must pass all selection criteria edits in order for the defendant to receive a statement.

‘Exclude Blank Addresses’

This field is required and will only accept a “Y”=Yes or “N”=No. Any other value will generate an edit error.

If a “Y” is entered, the application will only include cases with information in all the JIS address fields. If an “N” is entered, the application will include cases with or without information in all the JIS address fields.

Screen function keys are as follows:

F3=Exit

Returns the user to the Customization Menu.

F12=Cancel

Returns the user to the first screen for Statement Logic Tailoring.

System: 80. Customization

Customization: 2. Statement Logic Tailoring

D0800DMC	COLLECT Statement Logic Tailoring	5/31/07 09:08:11
	Batch Level	
	Person Level	
Type choices, press Enter.	Case Level	
Exclude Cases Older Than	1/01/2000	(Offense Date-MM/DD/YYYY)
Exclude Warrant Cases	N	('Y'es, 'N'o)
Exclude Prison Cases	Y	('Y'es, 'N'o)
Exclude Boot Camp Cases	N	('Y'es, 'N'o)
Exclude Jail Cases	N	('Y'es, 'N'o)
Non Pay Plan Last Activity Date Aging .	30	(Number of days)
Additional Grace Period	5	(Number of days)
F3=Exit F12=Cancel		
Previous screen values have been updated.		

CASE level parameters:

This is the third set of COLLECT Statement Logic Tailoring. The following parameters affect the each individual case.

Screen field definitions and edits are as follows:

'Exclude Cases Older Than'

This field is optional. If entered, it must be a valid date, less than today's date.

If a date is entered, only the name/date of birth combinations with an offense date greater than the date will be included in the selection process. If the date is blank, all name/date of birth combinations will be included in the selection process.

'Exclude Warrant Cases'

This field is required and will only accept a "Y"=Yes, "N"=No. Any other value will generate an edit error.

This field determines how warrant cases are handled. If a "Y" is selected, the application will look for warrant cases for a name/date of birth combination and exclude them from the selection process. They will not print on the statement/mailer.

If an "N" is selected, the application will include all warrant cases for a name/date of birth combination and include them in the selection process. They will print on the statement/mailer.

System: 80. Customization

Customization: 2. Statement Logic Tailoring

'Exclude Prison Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field is used to decide if a case flagged as a prison case will be included in the selection process.

'Exclude Boot Camp Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field is used to decide if a case flagged as a boot camp case will be included in the selection process.

'Exclude Jail Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field is used to decide if a case flagged as a jail case will be included in the selection process.

'Non Pay Plan Last Activity Date Aging'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used to determine when to include a non-payment plan case. The application will add the number of days to the most recent date of the following fields; JIS offense date or JIS last payment date or the COLLECT last statement date and compare it with the statement date to determine if the case is eligible for selection.

'Additional Grace Period'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used in conjunction with the 'payment frequency' for payment plan cases and the 'non-plan days' for non-pay plan cases. The number entered in this field will be added to the number in the fields previously listed to determine if a case is eligible for selection.

Screen function keys are as follows:

F3=Exit

Returns the user to the Customization Menu.

F12=Cancel

Returns the user to the second screen for Statement Logic Tailoring.

System: 80. Customization

Customization: 3. Warrant Statement Logic Tailoring

D6000DMC		Circuit COLLECT Statement Logic Tailoring		6/06/12 15:52:56	
W A R R A N T		Batch Level		W A R R A N T	
		Person Level			
		Case Level			
Type choices, press Enter.					
Statement Form Layout.		M		(L=Notification Letter) (M=Mailer) (P=Postcard)	
Maximum Number of Statements to Print. . .		100		(Number)	
Print Exception Report		N		('Y'es, 'N'o)	
Allow Selection of Statement Text		N		('Y'es, 'N'o)	
Trial Report Print Order		N		('N'ame, 'Z'ip Code)	
Text ROA Update.		D		('B'asic, 'D'etailed)	
Payment Plan Parameter Override.		S		('C'ollect Sched, 'S'td Parms)	
Track Returned Statements.		B		('B'arcode, 'C'ase, 'N'o)	
W A R R A N T				W A R R A N T	
F3=Exit F12=Cancel					

When the user, with proper authority, enters 3. Warrant Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the warrant statement run to their own needs, therefore decreasing the time and thought process to use the system. The warrant run requires that at least one case in warrant status is found for the individual otherwise the individual will be eliminated from this run. This first screen displays the defaults that will affect the statement print on the batch level.

See Option #2 [Standard Statement Logic Tailoring](#) from the COLLECT System Customization Menu.

System: 80. Customization

Customization: 4. Collect Agency Extract Logic Tailoring

D6000DMC Collection Agency Extract Logic Tailoring 6/06/12 15:54:08	
COLLECTION AGENCY	Batch Level
	Person Level
	Case Level
Type choices, press Enter.	
Statement Form Layout.	<u>L</u> (L=Notification Letter) (M=Mailer) (P=Postcard)
Maximum Number to Extract	<u>200</u> (Number)
Print Exception Report	<u>N</u> ('Y'es, 'N'o)
Allow Selection of Statement Text	<u>Y</u> ('Y'es, 'N'o)
Trial Report Print Order	<u>Z</u> ('N'ame, 'Z'ip Code)
Text ROA Update.	<u>D</u> ('B'asic, 'D'etailed)
Payment Plan Parameter Override.	<u>S</u> ('C'ollect Sched, 'S'td Parms)
COLLECTION AGENCY	COLLECTION AGENCY
F3=Exit F12=Cancel	

When the user, with proper authority, enters 4. Collection Agency Extract Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Collection Agency Extract Logic Tailoring screens allow the user to customize the collection agency extract run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the collection agency extract on the batch level.

See Option #2 [Standard Statement Logic Tailoring](#) from the COLLECT System Customization Menu.

System: 80. Customization**Customization: 5. Collection Agency New Case Processing**

D6000DMC	Collection Agency New Case Processing	9/09/09	15:11:41
Type choices, press Enter.			
<u>New Case Extraction Process:</u>			
Days to Age After Closed Date.	<u>60</u>	(Number of Days)	
Minimum Amount Due per Case.	<u>150.00</u>	(\$ Amount)	
<u>Statement Printing Process:</u>			
Statement Form Layout.	<u>M</u>	(L=Notification Letter) (M=Mailer)	
<u>Aging Process:</u>			
Days to Age After Notice	<u>30</u>	(Number of Days)	
<p>** NOTE ** If Statement Form Layout is set to L=Notification Letter, the parameters for State Seal, Number of Copies, and Specific Printer will be retrieved from the Notification Letter customization section in System Tailoring.</p>			
F3=Exit F12=Cancel			

New Case Extraction Process:**'Days to Age After Offense Date'**

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will age new disposed cases for the number of days entered from the offense date. The defendant (matched by Name and DOB) must currently have other cases sent to a Collection Agency to qualify for this process.

'Minimum Amount Due per Case'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will test the new case to make sure the amount due is greater than or equal to this amount in order to be selected.

Statement Printing Process:**'Statement Form Layout'**

This field is required and will only accept one of the values listed to the right of the parameter. Any other value will generate an edit error.

System: 80. Customization**Customization: 5. Collection Agency New Case Processing****Aging Process:****'Days to Age After Notice'**

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will allow the user to set the aging interval from the date printed to the date where the case is added to the Collection Agency send file. If the system sees a partial payment, it will reset the counter. If it sees a full payment, the case will be removed from this process.

Screen function keys are as follows:

F3=Exit

Returns the user to the Customization Menu.

F12=Cancel

This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency

System: 80. Customization

Customization: 6. Tax Garnishment

```

D6000DMC          Tax Garnishment Customization Menu      5/18/15  16:07:49

Select one of the following:

Customization:      1. Tax Garn, Proof, Release, and Regenerate
Maintenance:       2. Default Plaintiff and Attorney
                   3. Court Address
                   4. Signature and Placement

Type selection, press Enter.  ==> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

When the user enters “6. Tax Garnishment Customization Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**Customization: 6. Tax Garnishment****1. Tax Garn, Proof, Release, and Regenerate**

D6000DMC	Circuit COLLECT System Tailoring	5/18/15 16:10:49
	State Form/Misc Customization	
Type choices, press Enter.		
Tax Garnishment	- Specific Printer	HP2100 (Name, blank=Default)
	Number of Copies (P1).	2 (Number) (SSN)
	Number of Copies (P2).	3 (Number) (No SSN)
	Federal ID Number	FED123456
	Agency Name	7TH CIRCUIT COURT
	Court Type & Number.	C 41 1 (See DOT Inst-Form 2142)
Proof of Service	- Specific Printer	HP2100 (Name, blank=Default)
	Number of Copies	3 (Number)
Tax Garn Release	- Specific Printer	HP2100 (Name, blank=Default)
	Number of Copies (P1).	1 (Number) (No SSN)
	Number of Copies (P2).	1 (Number) (SSN)
More...		
F3=Exit F12=Cancel		

NOTE This is the exact same menu that is accessed from the System Tailoring Customization Menu. It was placed here to consolidate Tax Garn Customization into one area.

'Specific Printer' – Tax Garnishment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies' – Tax Garnishment (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garnishment (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization**Customization: 6. Tax Garnishment****1. Tax Garn, Proof, Release, and Regenerate - Screen 2**

D6000DMC	COLLECT System Tailoring	5/18/15 16:14:56
Type choices, press Enter.		State Form Customization - Screen 2
		7TH CIRCUIT COURT
Tax Garn Regenerate- Amount Due Range <u>10.00</u> - <u>9,999,999.99</u> (\$)		
Case Status	<u>3</u>	(1=All, 2=WRNT, 3=Non-WRNT)
SSN Selection	<u>2</u>	(1=All, 2=SSN Only, 3=No SSN)
Case Privacy	<u>1</u>	(1=All, 2=Pub, 3=Non-Pub)
Address State	<u>3</u>	(1=All, 2=MI, 3=Non-MI)
Restitution Owing	<u>2</u>	(1=All, 2=Rest, 3=Non-Rest)
Payment Plan	<u>1</u>	(1=All, 2=Pay, 3=Non-Pay)
Active Wage Assignment	<u>3</u>	(1=All, 2=WgAsn, 3=Non-WgAsn)
Exclude Stop Codes	<u>? A S</u>	(All Blank=No Test)
		Bottom
F3=Exit F4=Prompt F12=Cancel Previous screen values have been updated.		

'Amount Due Range' – Tax Garn Regenerate

This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Tax Garn Regenerate

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Tax Garn Regenerate

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate – Screen 2

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous Tax Garnishment Customization screen.

System: 80. Customization

Customization: 6. Tax Garnishment

2. Default Plaintiff and Attorney

```

D6000DMC      Tax Garnishment Default Plaintiff and Attorney      5/18/15  16:18:35

Type information, press Enter.

Default plaintiff information . . .  People of State of Michigan
Address 1 . . . . . c/o 7th Circuit Court-Genesee Cty
Address 2 . . . . . 900 S. Saginaw St.
City/ST/Zip . . .  Flint MI 48502 -

Default attorney ID. . . . ? 10002  AARON,DENNIS M.,
Address . . . . . 123 Attorney Row
Printed on Garn: City/ST/Zip . . . Toledo OH 23232 -
Phone . . . . . ( 419 ) 961 - 1625

Please conform to this sample with YOUR COURT INFORMATION to avoid any
issues with your submission to the Department of Treasury:

SAMPLE plaintiff information . . .  People of the State of Michigan
Address 1 . . . . . c/o XX Circuit Court
Address 2 . . . . . 123 Your Court Address
City/ST/Zip . . .  Your City MI 48XXX - XXXX

F3=Exit  F4=Prompt  F12=Cancel
  
```

This screen will be display when the user selects option 2. Default Plaintiff and Attorney on the Tax Garnishment Customization Menu. This screen allows the user to enter the information to be printed on the tax garnishment form. You can override the JIS address and phone from this screen by entering that information in the space provided under the attorney name. (This is what will be used to print on the Tax Garnishment form.)

Important!.

You must adhere to the sample outlined on the bottom of the screen if you do not want any issues with your Tax Garnishment filings from the Michigan Department of Treasury. This plaintiff information not only prints on the form, but it also is placed in the data file that can be submitted with your filing.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Returns the user to the Tax Garnishment Customization Menu. |
| F4=Prompt | Allows the user to prompt for a valid attorney. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

System: 80. Customization

Customization: 6. Tax Garnishment

3. Court Address

D6000DMC	Tax Garnishment Court Address Maintenance	5/19/15	16:22:34
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Type information, press Enter.

Tax Garnishment Court Address:

Court Name.	7th Circuit Court
Address	900 South Saginaw
City/State.	Flint MI
Zip	48502 - 1209
Phone	(111) 222 - 3333

F3=Exit F12=Cancel

This screen will be display when the user selects option 3. Court Address from the Tax Garnishment Customization Menu. This screen allows the user to enter the court address and phone number to be printed on the top of the Tax Garnishment form. Prior to version 14.xx.xx, the system would use the address and phone pulled from the JIS system. Now the user has the option to customize the address and phone to be more specific to the clerks dealing with Tax Garnishments.

Screen function keys are as follows:

F3=Exit	Returns the user to the Tax Garnishment Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

Customization: 6. Tax Garnishment

4. Signature and Placement

D6000DMC Signature Customization and Placement 5/18/15 16:24:23

Type choices, press Enter.

	Overlay	*---Offset---		Test	/Approximate\	
	Name ?	Down	Across	Print	Down	Across
Tax Garnishments (MC52)						
Part 1. (Pltf)	<u>C0725SV</u>	<u>5.690</u>	<u>4.000</u>	<u>F5</u>	<u>5.800</u>	<u>4.000</u>
	(DCC) <u>C0725SV</u>	<u>9.850</u>	<u>4.000</u>		<u>10.000</u>	<u>4.000</u>
Part 2. (Pltf)	<u>C0725SV</u>	<u>5.690</u>	<u>4.000</u>	<u>F6</u>	<u>5.800</u>	<u>4.000</u>
	(DCC) <u>C0725SV</u>	<u>9.850</u>	<u>4.000</u>		<u>10.000</u>	<u>4.000</u>
Proof Service (PROOF)						
Proof (Sig)	<u>C0725SV</u>	<u>6.900</u>	<u>4.000</u>	<u>F7</u>	<u>6.900</u>	<u>4.000</u>
Garnishment Releases (MC50)						
Part 1. (DCC)	<u>C0725SV</u>	<u>7.100</u>	<u>4.500</u>	<u>F8</u>	<u>7.100</u>	<u>4.500</u>
	(Mail Cert) <u>C0725SV</u>	<u>8.800</u>	<u>4.500</u>		<u>8.800</u>	<u>4.500</u>
Part 2. (DCC)	<u>C0725SV</u>	<u>7.100</u>	<u>4.500</u>	<u>F9</u>	<u>7.100</u>	<u>4.500</u>
	(Mail Cert) <u>C0725SV</u>	<u>8.800</u>	<u>4.500</u>		<u>8.800</u>	<u>4.500</u>

F3=Exit F4=Prompt F5,F6,F7,F8,F9=Test Print F12=Cancel

Overlay Placement file has been updated. Test with Function Keys.

DCC is an abbreviation for Deputy Court Clerk signature line on the forms

This screen will be display when the user selects option 4. Signature Customization and Placement from the Tax Garnishment Customization Menu. This screen allows the user to place their individual signature file on to the Tax Garnishment, Proof and Release forms. Your signature file name(s) will be visible with the F4=Prompt key. If you do not see your signature files there, you must contact DMC Technology Group and have them created.

The Offset Down and Offset Across columns are a measurement in inches (up to a thousandth of an inch) to place your individual signature perfectly on the form. The Approximate Starting Down and Across columns will get the signature close, but will require fine tuning to get the placement exactly on the form because everyone's signature is unique.

To fine tune the signature placement, F5, F6, F7, F8, F9=Test Print will print the appropriate blank form with the signature to allow for placement verification. Keep making adjustments and test printing until you are satisfied with all of the forms. The Test Print will send the form to the printer defined in Customization for the actual printing of the Tax Garns. It would be best to test on the actual printer being used to print the actual forms to avoid any margin and/or font differences.

If your court does not have signatures automatically printed on the Tax Garnishment forms, you can leave this screen totally blank.

System: 80. Customization

Customization: 6. Tax Garnishment

4. Signature and Placement

Screen function keys are as follows:

F3=Exit	Returns the user to the Tax Garnishment Customization Menu.
F4=Prompt	Allows the user to prompt for valid signature files.
F5=Test Print	Allows the user to Test Print the Tax Garnishment Part 1 form.
F6=Test Print	Allows the user to Test Print the Tax Garnishment Part 2 form.
F7=Test Print	Allows the user to Test Print the Proof of Service form.
F8=Test Print	Allows the user to Test Print the Release Part 1 form.
F9=Test Print	Allows the user to Test Print the Release Part 2 form.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

System: 7. Initial Setup Menu

```

D6000DMC          COLLECT System Initial SetUp Menu          5/18/15  16:27:39

Select one of the following:

Maintenance:      1. Software Security Id
                  2. Postcard Court Address
                  3. Notification Letter Heading
                  4. Wage Assignment Court Heading
                  5. Payment Coupon "Make Payments To"
                  6. Payment Schedule Customization
                  7. Holiday Entry
                  8. Cash Codes to Ignore (Collection Agency Extract)

                  30. All of the Above

Type selection, press Enter.  ==> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
  
```

When the user enters “5. Initial Setup Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 1. Software Security Id**

D0800DMC Software Security Id Maintenance 1/15/07 06:59:41

Type choice, press Enter.

Software Security Id D42G067X18X3J93F94 (Code Supplied by DMC)

F3=Exit F12=Cancel

The security code is supplied with the software and should not be changed without contacting DMC Technology Group at 419-535-2900. This code is unique for each court system and is required to access the application.

Screen function keys are as follows:

F3=Exit Returns the user to the Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 2. Postcard Court Address**

D0800DMC	Postcard Court Address Maintenance	1/15/07 07:00:50
Type choice, press Enter.		
Postcard Court Address . . . <u>99th Circuit Court</u>		
<u>122 Justice Blvd.</u>		
<u>Courthouse, MI 49999</u>		
F3=Exit F12=Cancel		

If your court has decided to print mailers on postcards, enter the return address you would like printed on the postcard.

Screen function keys are as follows:

F3=Exit Returns the user to the Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 3. Notification Letter Heading**

D0800DMC	Notification Letter Heading Maintenance	1/15/07 07:01:24
Type choice, press Enter.		
Notification Letter Heading . . .	_____ 99th Circuit Court	
	_____ 122 Justice Blvd.	
	_____ Courthouse, MI 49999	

	***** OVERDUE PAYMENT NOTICE *****	

F3=Exit F12=Cancel		

If your court has decided to print notification letters, enter the information you would like printed at the top of the letter. This information will be printed as entered on the screen.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 4. Wage Assignment Court Heading**

D0800DMC	Wage Assignment Court Headings Maintenance	1/15/07 07:02:13
Type choice, press Enter.		
Wage Assignment Court Headings . . . <u>99th Circuit Court</u>		
<u>122 Justice Blvd.</u>		
<u>Courthouse, MI 49999</u>		
<u>313-555-1212</u>		
F3=Exit F12=Cancel		

If your court has decided to print wage assignments/terminations, enter the information you would like printed at the top of the form.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 5. Coupon Book “Make Payments To”**

D0800DMC	Coupon Book "Make Payments To" Maintenance	5/31/07 09:11:51
Type choice, press Enter.		
Make Payments To	<u>99th Circuit Court</u>	
	<u>999 South Main Street</u>	
	<u>Anywhere, MI 99999</u>	
	<u>Coupon Payment</u>	
	<u>(999) 999-9999</u>	
F3=Exit F12=Cancel		

If your court has decided to print coupon books, enter the information you would like printed on each coupon. This information will be printed exactly as entered on the screen.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Coupon Book “Make Payment To” Maintenance and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 6. Payment Schedule Customization**

```

D0800DMC      Payment Schedule Customization Maintenance      1/15/07  07:05:24

Type information, press Enter.

Heading Payments should be made to: 99th Circuit Court
Text. . Send payments to: 99th Circuit Court
        Supreme County Courthouse
        Reimbursement Office
        122 Justice Blvd.
        Courthouse, MI 49999
        Inquires: (313) 555-1212

Attention
Text. . In the event that you fail to make the payments as agreed upon, a
        statutory late fee of 20% will be added to the remaining balance.
        The court will not collect the 20% late fee if all payments are made.

Allow payments to be due on weekends/holidays . . . N ('Y'es, 'N'o)
  If 'N'o, schedule payment before or after. . . . B ('B'efore, 'A'fter)
Print signature lines on bottom of form . . . . . Y ('Y'es, 'N'o)

F3=Exit  F12=Cancel
  
```

If your court has decided to print payment schedules, enter the information you would like printed on the form. This screen also allows your court to decide if you want to adjust payments that fall on the weekends and holidays.

Screen function keys are as follows:

F3=Exit Returns the user to the Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 6. Initial Setup Menu
Maintenance: 7. Holiday Entry

D0800DMC	Holiday Entry	1/15/07 07:08:22
Type dates, press Enter.		
Date		
<u>1/01/07</u>	Monday	- January 1, 2007
<u>5/31/07</u>	Thursday	- May 31, 2007
<u>7/04/07</u>	Wednesday	- July 4, 2007
<u>9/01/07</u>	Saturday	- September 1, 2007
<u>11/24/07</u>	Saturday	- November 24, 2007
<u>12/25/07</u>	Tuesday	- December 25, 2007

F3=Exit	F12=Cancel	More...

The above screen allows your court to customize the observable holiday dates that will be used for payment schedules. Enter the dates of each holiday observed and press Enter.

Past dates will need to be deleted or cleaned up manually, and will have no future purpose other than to clutter up the screen. This can be done on an annual basis when entering holidays for the upcoming year.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

System: 6. Initial Setup Menu

Maintenance: 8. Cash Codes to Ignore

[illegible]

This screen will be display when the user selects option 8. Cash Codes to Ignore on the Initial Setup menu. This screen allows the user to enter the cash codes that should be ignored when performing a collection agency extract statement run.

Screen function keys are as follows:

F3=Exit Returns the user to the COLLECT Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization**System: 6. Initial Setup Menu****Maintenance: 30. All of the Above**

This option will allow the user to cycle thru options 1 thru 11 on the Customization Menu. This was placed here for ease of use when setting up the software for the first time. When you first get your software, all of these options should be set up to customize the Collect System for use in your court.

System: 80. Customization

Maintenance: 8. Stop Code

D6000DMC Stop Code Maintenance 6/11/12 09:58:19

Type codes, press Enter.

Stop Code	Description/ROA Text	
A	Address Stop-Bad Addr on File	<-Added-
	Address Stop Removed-Addr Upd	<-Removed-
S	Stop Send Overdue Pymt Notice	<-Added-
	Start Send Overdue Pymt Notice	<-Removed-
W	Wrnt Issued-Stop Overdue Notic	<-Added-
	Wrnt Recalled-Start Ovd Notice	<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-

F3=Exit F12=Cancel More...

Stop Codes A & S are reserved for the COLLECT system and cannot be modified.

The Code Description also doubles as the ROA entry when adding and removing Stop Codes.

This screen will allow the user to maintain the Stop Code Description file. Your court will have the ability to define your own Stop Codes. Codes A-Z and 0-9 are available for definition with the exception of codes A and S. These codes are reserved for stop functions within the COLLECT system and will be protected from user modification. The Stop Code Description also doubles as the ROA text whenever a Stop Code is added or removed. The customized Stop Codes can be reported on by launching the Stop Code Report. (Reporting Menu option 12)

To add new codes, simply type the code and both descriptions and press enter. To remove or delete codes, simply blank out all three fields and press enter. To modify the code descriptions, just type over the existing description. (Changing the code description will not change Stop Code ROA text for those entries already enter or removed, only new entries from that point forward.)

Screen input edits are as follows:

- The Stop Code must be unique and have an "Added" and "Removed" description for the ROA entry. Any portion left blank, or duplicate codes will an edit error.

Screen function keys are as follows:

F3=Exit	Exits Stop Code Maintenance and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.